



# **JOINT PROGRAM MANAGEMENT OFFICE FOR HOUSEHOLD GOODS SYSTEMS (JPMO HHGS)**

## **DEFENSE PERSONAL PROPERTY SYSTEM (DPS)**

### **RATE FILING USER GUIDE TRANSPORTATION SERVICE PROVIDER (TSP) EDITION**

**Version 08**

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# 1 INTRODUCTION

## 1.1 OBJECTIVES

This guide explains how Transportation Service Providers (TSPs) are to respond to Families First program solicitations using rate filing capabilities within the Defense Personal Property System (DPS). DPS is the exclusive platform for use by Department of Defense (DoD) approved TSPs for providing most personal property moving and storage rate information to the Military Surface Deployment and Distribution Command (SDDC), which administers the program. Instructions for online submission of annual rates and bids in response to daily solicitations, use of offline tools and bulk filing of annual rates are covered herein.

This guide is intended for TSP users established in DPS as:

- TSP Masters
- TSP Rate Filing Agents
- TSP Administrators
- TSP Quality Assurance (QA) users.

Most illustrations and examples are shown from the TSP Master and Rate Filing Agent perspective—the only DPS users who can submit annual rates and daily RFQ bids. The TSP Administrator and QA users see everything accessible to TSP Masters and Agents; however, they cannot modify Rates data.

This user guide specifically covers:

- **Filing Annual Rates Using RFQ Workbench**—a Web-based user interface for preparing low-volume annual rate submissions and bids in response to daily RFQs
- **Filing Rates Using BidLinx<sup>®</sup>**—an offline Microsoft Excel<sup>®</sup> worksheet tool for filing annual rates that uses a two-way file interface between DPS and your computer system
- **Bulk Rate Filing of Annual Rates**—a text file interface for transferring larger volumes of rates information that can include rates for multiple TSPs and in response to multiple solicitations
- **Publishing Rates** in all scenarios.

Instructions in the user guide enable TSPs and their agents to:

- Access all annual and daily solicitations for which you are eligible to respond
- Submit annual rates via all available platforms
- Respond to (bid on) daily solicitations
- View the status of all rates and daily solicitations for which you are eligible to respond.

## 1.2 SYSTEM AND PROGRAM REQUIREMENTS FOR DPS RATE FILING

Minimum client system and Families First program requirements to file rates using DPS are:

- Internet access and Microsoft Internet Explorer (IE) Version 5.0 or later
- Access to DPS through the SDDC Electronic Transportation Acquisition (ETA) single-sign on portal
- SDDC approval within one or more Families First markets:
  - Domestic Household Goods (dHHG)
  - International Household Goods (iHHG)
  - International Unaccompanied Baggage (iUB)

- Microsoft Excel 97 (or later) to use the Request for Quote (RFQ) BidLinx tool.

After participation in an annual program in good standing for a full program year, you are automatically eligible to bid on daily RFQs identified in Section 1.4.2. You are notified via email and within DPS each time you are invited to bid on any solicitation for which you are eligible.

### 1.3 RFQ WORKBENCH TERMINOLOGY

The *RFQ Workbench* is the primary TSP user interface with DPS Rates. Certain steps of the annual rate filing process can only be accomplished using RFQ Workbench regardless of which rate filing methods you use. There are slight variations in nomenclature within Families First and *RFQ Workbench*. Table 1-1 identifies synonymous terminology in both contexts.

**Table 1-1: Mapping of DPS and RFQ Workbench Terminology**

| Families First   | RFQ Workbench |
|--|---------------|
| Channel  | Lane.         |
| TSP  | Carrier.      |
| Code of Service (COS)                                    | Mode.         |
| Government Bill of Lading Office Code (GBLOC), Rate Area | Location.     |

## 1.4 TYPES OF ANNUAL RATES AND DAILY RFQ BIDS

DPS Rates enables TSPs and Rate Filing Agents to submit annual rates for standard shipments awarded during an upcoming rate cycle and bid online on daily solicitations for which you are eligible.

### 1.4.1 Annual/Standard Rates

Using any combination of DPS rate filing methods, TSPs and Rate Filing Agents can submit rates for the following annual solicitations:

- **dHHG (Domestic Household Goods).** Annual Household Goods rate filing against the 400NG Tariff—discount for linehaul and related charges, discount for Storage In Transit (SIT) and SIT related charges.
- **iUB (International Unaccompanied Baggage).** Annual Unaccompanied Baggage rate filing against the International Tender for standard international channels—single factor peak and non-peak rates
- **iHHG (International Household Goods).** Annual Household Goods rate filing against the International Tender for standard international channels—single factor peak and non-peak rates
- **Special Solicitation iUB.** Annual Unaccompanied Baggage rate filing against the International Tender for special solicitation international channels—single factor peak and non-peak rates
- **Special Solicitation iHHG.** Annual Household Goods rate filing against the International Tender for special solicitation international channels—single factor peak and non-peak rates.

There are two bidding rounds and TSPs are notified of certain exceptions when submitting rates and at the end of each round. Exceptions encountered during submission are immediately reported on-screen; and exceptions encountered at the end of a round are reported via email. Rates filed via the Bulk Rate Filing method (described in Section 6) undergo an additional tier of validation that occurs overnight after each submission. DPS sends similar email messages to report bulk rate filing exceptions encountered overnight.

### 1.4.2 Daily Solicitations

Using the RFQ Workbench, TSPs and their agents can monitor and respond to the following types of solicitations:

- **SOTO.** Online bidding for a household goods shipment on a shipment-by-shipment basis; RFQs for Standard One-Time-Only (SOTO) shipments are created by SDDC personnel
- **BOTO.** Online bidding for shipments of boats greater than 14 feet in length or on a trailer to be shipped domestic or international via commercial hauling or tow-away service; Boat One-Time-Only (BOTO) shipments are solicited to approved BOTO TSPs
- **MOTO.** Online bidding for shipments of mobile homes domestically. Mobile Home One-Time-Only (MOTO) shipments are solicited to approved MOTO TSPs
- **Volume Moves.** Online bidding for gross tonnage over a domestic or international channel with rates effective for a fixed timeframe. Volume Move shipments are created when multiple Customers are expected to move over the same channel during a short timeframe. TSPs must have accepted rates for the volume move channel and code of service to be eligible and bid a more attractive rate.

The RFQs that appear within your RFQ Workbench view are dependent on whether your company is qualified to do business for that shipment type.

## 1.5 RATE FILING PROCESS

### 1.5.1 Rate Filing Methods

There are several methods or platforms to submit annual rates. The method(s) used by each TSP will vary based on specific needs. Annual rate filing is conducted in two bidding rounds, and bids in response to daily RFQs are always submitted in a single round. When filing annual rates, you may use any combination of the three rate filing methods to prepare and finalize your submission—even within the same round:

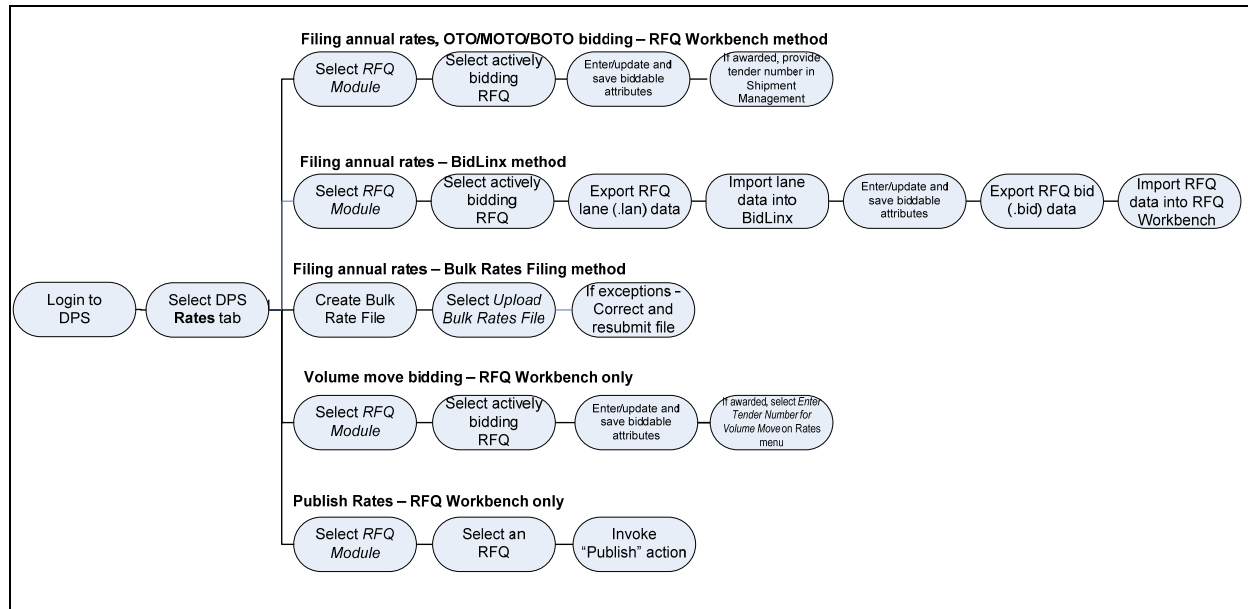
**RFQ Workbench Method.** RFQ Workbench allows rate filing for a single annual RFQ/market and Standard Carrier Alpha Code (SCAC) at a time using a Web-based interface. This is appropriate for TSPs filing for a single SCAC on relatively few channels. You enter values directly into an online Web interface that validates the values are in the correct format and submits your rates. RFQ Workbench is the only method available for responding to daily RFQs.

**BidLinx Spreadsheet Method.** Use this method to file a moderate volume of annual rates for a single SCAC and annual RFQ/market at the same time. You first download Lane data (i.e., data on the channel and COS combinations comprising the solicitation) from the RFQ Workbench. You then download a BidLinx Microsoft Excel spreadsheet, and import the Lane Data into the BidLinx spreadsheet. Rates are then be entered into the BidLinx spreadsheet and built in macros validate that values are in the correct format before you export your rates to DPS.

**Bulk Rate Filing Method.** This method allows you to file rates for multiple SCACs and multiple RFQs/markets at the same time using a single text file. This is the method that is appropriate for rate filing agents. Rates are submitted within a comma separated values (.csv) file (also known as a comma delimited file). Because the file for upload is created outside of DPS, the an additional round of overnight validation is applied to verify channels, SCACs, formats, etc., as described in Section 6.4.2.

Publishing makes rates visible in SDDC reporting. Regardless of which methods you use to file rates, SDDC does not see rate submissions in their reporting until published. Daily RFQ bids must be published as described in Section 7. Sections 3 through 7 are detailed instructions for Filing Rates.

Figure 1-1 illustrates the Rates Filing process flow.



**Figure 1-1: DPS Rate Filing Process Flow**

## 2 DPS RATES MODULE ENVIRONMENTS

This section describes the overall DPS rate filing process and describes procedures to prepare, submit, and monitor your responses to solicitations.

### 2.1.1.1 Commercial Off-the-Shelf (COTS) Software

The RFQ Workbench is implemented with “third-party” supply chain management software that has been tailored to meet the Rate Filing program requirements. However, there are features built into this software, by the vendor that should not be used. DPS, in some cases, may produce undesirable results if such features are used. DPS training and reference materials specifically identify which features not to use.

### 2.1.1.2 DPS Login and User Privileges

Upon successful login to DPS through ETA, the DPS Welcome page appears as shown in Figure 2-1.



**Figure 2-1: DPS Welcome Page**

The page appears with your DPS user name, role and current date. A DPS menu (of tabs) near the top of the page indicates DPS functionality you can use. When logged in as a TSP, the page indicates your approval status within the program. The active menu selection (Home) appears in a lighter shade of blue.

Only approved TSPs and Rate Filing Agents should see a **Rates** tab on their DPS menu. If you are a New Entrant pending approval, **Rates** will not appear.

If you have more selections on your DPS menu than can be shown, it may be necessary to scroll the menu using the right arrow indicated to expose **Rates**. Selections comprising the Rates menu appear in the left sidebar of the Welcome to DPS Rates page shown in Figure 2-2 when you select **Rates** on the DPS menu. They appear as links:

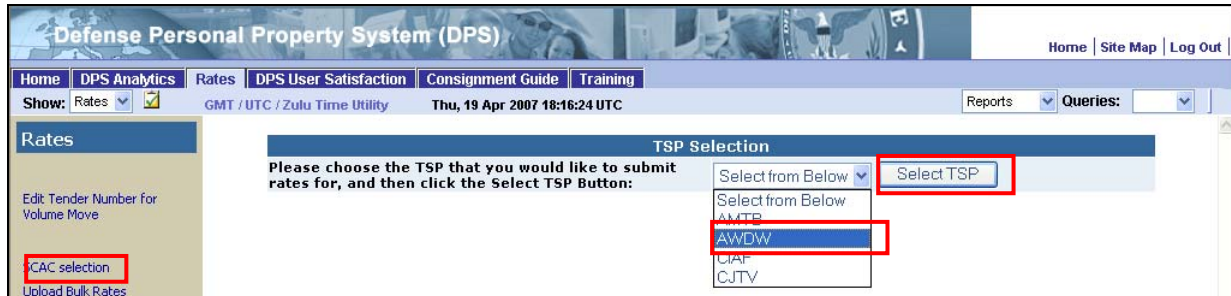
- *Enter Tender Number for Volume Move*
- *RFQ module*
- *Upload Bulk Rates.*



**Figure 2-2: Welcome to DPS Rates Page for TSP Users**

Click the *RFQ module* link in the Rates menu in the left sidebar to access the RFQ Workbench.

If you are a TSP Rate Filing Agent, the initial DPS Rates page appears as shown in Figure 2-3 with *SCAC Selection* instead of *RFQ module*. This is necessary because only one SCAC can appear on the RFQ Workbench at a time.



**Figure 2-3: Initial DPS Rates Page for Rate Filing Agents**

As a Rate Filing Agent, click the *SCAC Selection* link and then select the SCAC of the TSP you want to see.

## 2.2 RFQ WORKBENCH USER INTERFACE

The RFQ Workbench has user interface features and conventions implemented throughout.

### 2.2.1 Links Not to Use

The following active links appear at the top of many RFQ Workbench pages. Although these links are enabled, they are not supported in DPS.

- *Your Links*
- *Manage Your Links*
- *Add to Quick Links*
- *Home*
- *Log Out <username>*
- *About*
- *Help.*

Do not click any of these links. For example, do not click *Log Out* to exit the RFQ Workbench; instead, close your RFQ Workbench browser window.















### 2.2.2 Menus

Some pages include drop-down lists of commands. The Actions drop-down menu is a generic menu of commands that appears on many pages. Note that DPS does not support all commands within the Actions drop-down menu.

### 2.2.3 Icons and Buttons

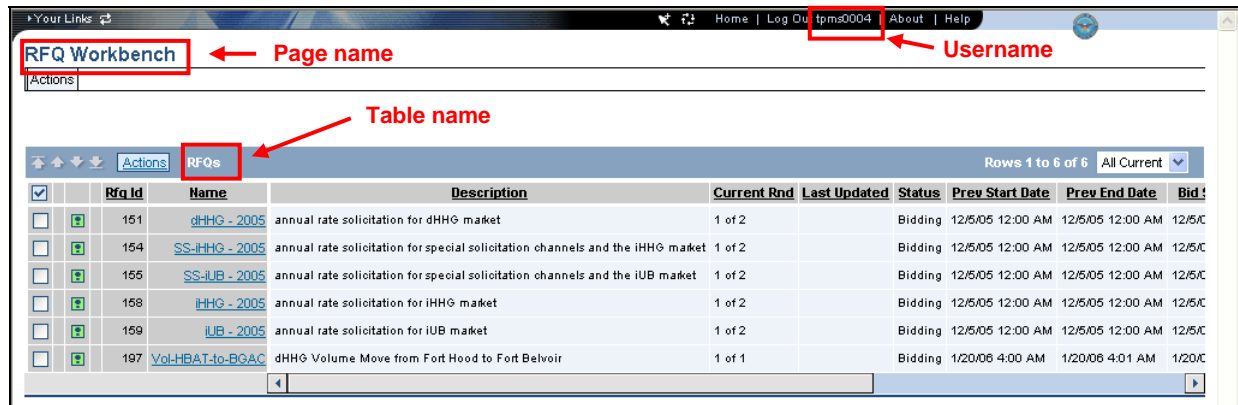
Table 2-1 shows the RFQ Workbench buttons and icons that are recognized by DPS.

**Table 2-1: DPS RFQ Workbench Icons and Buttons**

| Icons   |   |
|---|---|
|    | <b>Actions</b> —Opens a drop-down list of options that apply to the adjacent row. |
|    | <b>Add</b> —Inserts a new item or row.  |
|    | <b>Bottom</b> —Moves to the last page of items.                                   |
|    | <b>Copy</b> —Retains selected items for additional placement elsewhere.           |
|    | <b>Date and Time</b> —Launches a pop-up calendar to select a date and time.       |
|    | <b>Delete</b> —Removes selected item(s).  |
|    | <b>Down</b> —Moves to the next page in a list of items.                           |
|    | <b>Edit</b> —Opens a selected item for update.                                    |
|    | <b>Find</b> —Opens a pop-up window for searching a list of items.                 |
|    | <b>Go</b> —Applies search criteria.   |
|    | <b>Preview</b> —Not used with DPS.  |
|   | <b>Select All/Deselect All</b> —Marks and frees all items from current selection. |
|  | <b>Top</b> —Moves to the first page of a list of items.                           |
|  | <b>Up</b> —Moves to the preceding page in a list of items.                        |
| Buttons   |   |
| <b>Apply</b>  | Applies changes and remains on the current page.                                  |
| <b>Cancel</b>   | Cancels a task and discards pending entries.                                      |
| <b>Clear</b>  | Blanks out user entries.  |
| <b>Done</b>   | Completes a task.   |
| <b>Search</b>   | Initiates a search.   |

### 2.2.4 Page Captions

Many RFQ Workbench pages have common identifying captions and tags as identified Figure 2-4 and Table 2-2.



**Figure 2-4: RFQ Workbench Page Captions and Tags**

**Table 2-2: RFQ Workbench Page Features**

| Item       | Description  |
|------------|--|
| Page name  | RFQ Workbench page identifier you may be asked for when contacting the DPS Helpdesk. |
| Username   | Your DPS user identification (ID).   |
| Table name | The name of a table on a page.   |

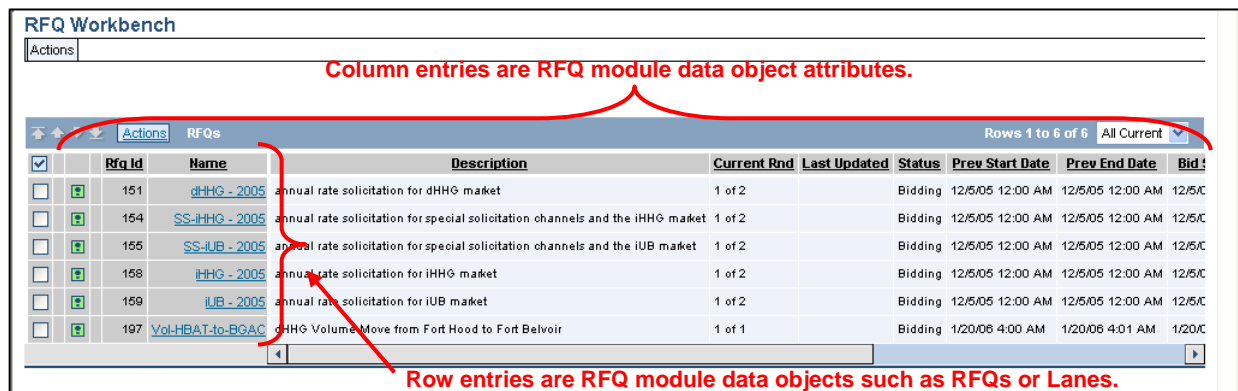
### 2.2.5 Navigation

Use tabs, buttons, and active links appearing throughout the RFQ Workbench to transition among various RFQ Web pages. Refer to Section 3 for instructions to navigate specific RFQ Workbench pages.

Do not use the links at the top of RFQ Workbench Web pages (i.e., Your Links, Home, Log Out, About, etc.) or IE functions (i.e., Favorites, Links, Go Back, and Go Forward). These are not recognized and may produce unpredictable results.

### 2.2.6 Tabular Structures

The RFQ Workbench presents most information in tabular format as shown in Figure 2-5.



**Figure 2-5: RFQ Workbench Tabular Structures**



Rows represent Rate related entities such as *RFQs* or *Lanes*. Column entries are row attributes or fields.

The number of list elements appearing on different pages varies and frequently exceeds what you can see on your screen. You can scroll the screen to the right/left or up/down. You also can take advantage of table manipulation features to work with larger volumes of data.

### 2.2.7 Table Manipulation Features

RFQ Workbench has features to navigate tables as illustrated in Figure 2-6. If the number of records exceeds what can be shown, use these features to display records further down the list. It also is possible to *filter* the list of records, to display a subset of the total set of records.

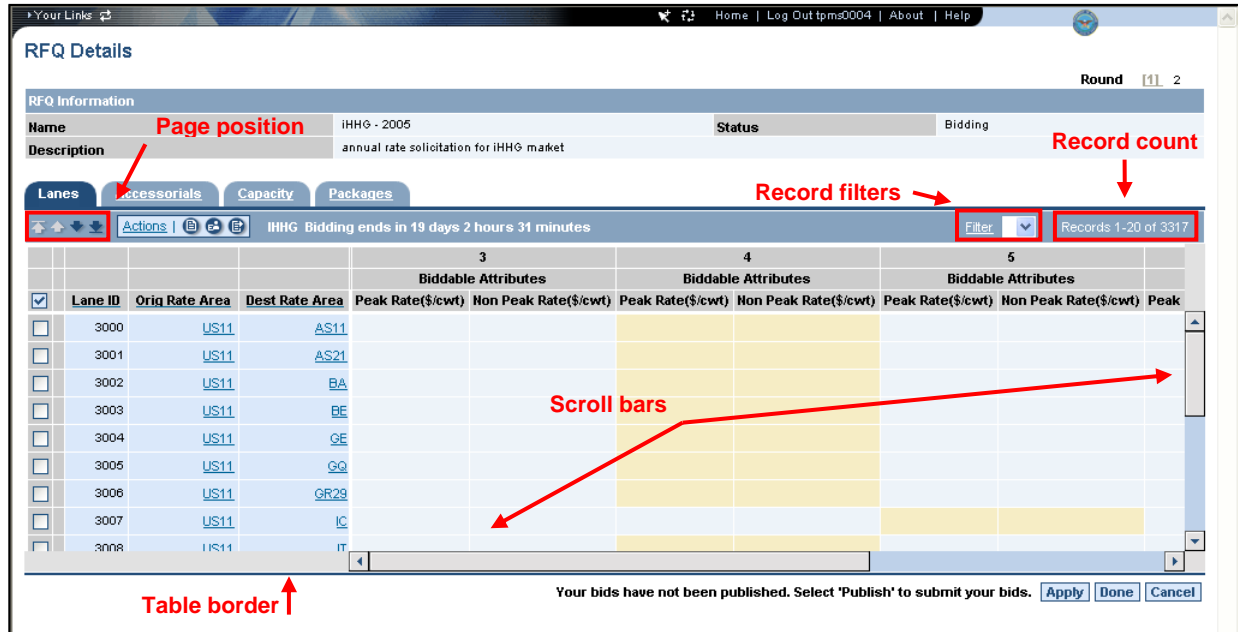


Figure 2-6: Table Navigation Constructs

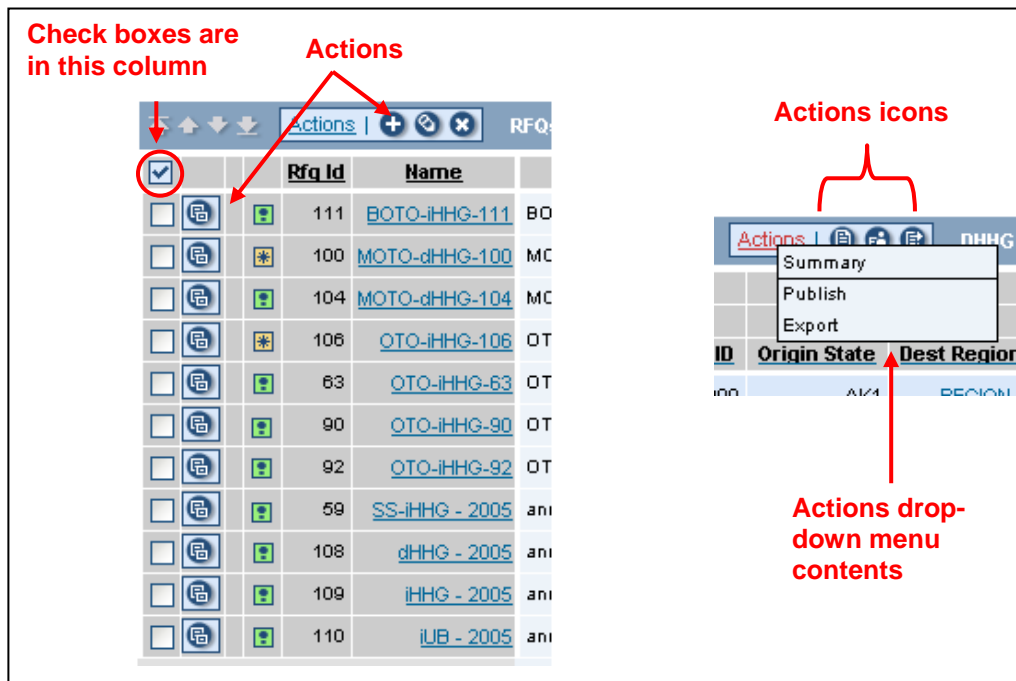
Table 2-3: RFQ Workbench Table Navigation Constructs

| Icons |  |
|-------|--|
|       | <b>Page position, Bottom</b> – Moves to the last page of items in a table. |
|       | <b>Page position, Down</b> – Moves to the next page in a table.            |
|       | <b>Page position, Top</b> – Moves to the first page of items in a table.   |
|       | <b>Page position, Up</b> – Moves to the previous page of items in a table. |

| Other Constructs     |  |
|----------------------|--|
| <b>Record Filter</b> | Use <i>Filter</i> to manage criteria to select lane data to be shown. You can add, modify, and delete filters using this drop-down list. See Section 2.2.10 for details. |
| <b>Record count</b>  | This field indicates the total number of records in the table shown and current row position.  |
| <b>Scroll bars</b>   | Horizontal and vertical scroll bars reposition the view of rows on the current page.   |
| <b>Table border</b>  | Tables appear with up to 15 records shown at a time. Drag the lower table border to increase or decrease the number of records shown.                                    |

### 2.2.8 Actions

Actions can be applied to one or more rows on a page as shown in Figure 2-7.



**Figure 2-7: RFQ Workbench Actions**

Use check boxes to select and clear table rows to be included in a subsequent action. Select the check box in the column header to select and clear all rows. Click an “Action” icon or make a selection within the Actions drop-down menu to affect all selected records.

### 2.2.9 Sorting

Underlined column headings mean you can sort rows in the table by the respective column. As illustrated in Figure 2-8, Lane ID is underlined. Click Lane ID to sort records within the table in ascending sequence by that column. Click the column label again to reverse sequencing.

**RFQ Details** Round **11** 2

**RFQ Information**

**Name** IHG - 2005 **Status** Bidding

**Description** annual rate solicitation for IHG market

**Lanes** **Accessorials** **Capacity** **Packages**

**Actions** **Filter** **Records 1-20 of 3317**

**IHG Bidding ends in 19 days 2 hours 31 minutes**

|                                     |                |                       |                       | 3 Biddable Attributes |                       | 4 Biddable Attributes |                       | 5 Biddable Attributes |                       |      |
|-------------------------------------|----------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|------|
| <input checked="" type="checkbox"/> | <u>Lane ID</u> | <u>Orig Rate Area</u> | <u>Dest Rate Area</u> | Peak Rate(\$/cwt)     | Non Peak Rate(\$/cwt) | Peak Rate(\$/cwt)     | Non Peak Rate(\$/cwt) | Peak Rate(\$/cwt)     | Non Peak Rate(\$/cwt) | Peak |
| <input type="checkbox"/>            | 3000           | US11                  | AS11                  |                       |                       |                       |                       |                       |                       |      |
| <input type="checkbox"/>            | 3001           | US11                  | AS21                  |                       |                       |                       |                       |                       |                       |      |
| <input type="checkbox"/>            | 3002           | US11                  | BA                    |                       |                       |                       |                       |                       |                       |      |
| <input type="checkbox"/>            | 3003           | US11                  | BE                    |                       |                       |                       |                       |                       |                       |      |
| <input type="checkbox"/>            | 3004           | US11                  | QE                    |                       |                       |                       |                       |                       |                       |      |
| <input type="checkbox"/>            | 3005           | US11                  | GO                    |                       |                       |                       |                       |                       |                       |      |
| <input type="checkbox"/>            | 3006           | US11                  | GR29                  |                       |                       |                       |                       |                       |                       |      |
| <input type="checkbox"/>            | 3007           | US11                  | IC                    |                       |                       |                       |                       |                       |                       |      |
| <input type="checkbox"/>            | 3008           | US11                  | IT                    |                       |                       |                       |                       |                       |                       |      |

Your bids have not been published. Select 'Publish' to submit your bids. **Apply** **Done** **Cancel**

Figure 2-8: Sorting Rows in RFQ Workbench Tables

### 2.2.10 Filtering

The number of rows within a table of lanes included in an annual solicitation can be large. You can apply a filter to reduce what is shown to rows matching desired criteria. To apply an existing filter, select one from the Filter drop-down list. Click the *Filter* link to create, edit and delete filters as shown in Figure 2-9.

**RFQ Details** Round **11** 2

**RFQ Information**

**Name** IHG - 2005 **Status** Bidding

**Description** annual rate solicitation for IHG market

**Lanes** **Accessorials** **Capacity** **Packages**

**Actions** **Filter** **Records 1-20 of 3317**

**IHG Bidding ends in 19 days 2 hours 31 minutes**

|                                     |                |                       |                       | 3 Biddable Attributes |                       | 4 Biddable Attributes |                       | 5 Biddable Attributes |                       |      |
|-------------------------------------|----------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|------|
| <input checked="" type="checkbox"/> | <u>Lane ID</u> | <u>Orig Rate Area</u> | <u>Dest Rate Area</u> | Peak Rate(\$/cwt)     | Non Peak Rate(\$/cwt) | Peak Rate(\$/cwt)     | Non Peak Rate(\$/cwt) | Peak Rate(\$/cwt)     | Non Peak Rate(\$/cwt) | Peak |
| <input type="checkbox"/>            | 3000           | US11                  | AS11                  |                       |                       |                       |                       |                       |                       |      |
| <input type="checkbox"/>            | 3001           | US11                  | AS21                  |                       |                       |                       |                       |                       |                       |      |
| <input type="checkbox"/>            | 3002           | US11                  | BA                    |                       |                       |                       |                       |                       |                       |      |
| <input type="checkbox"/>            | 3003           | US11                  | BE                    |                       |                       |                       |                       |                       |                       |      |
| <input type="checkbox"/>            | 3004           | US11                  | QE                    |                       |                       |                       |                       |                       |                       |      |
| <input type="checkbox"/>            | 3005           | US11                  | GO                    |                       |                       |                       |                       |                       |                       |      |
| <input type="checkbox"/>            | 3006           | US11                  | GR29                  |                       |                       |                       |                       |                       |                       |      |
| <input type="checkbox"/>            | 3007           | US11                  | IC                    |                       |                       |                       |                       |                       |                       |      |
| <input type="checkbox"/>            | 3008           | US11                  | IT                    |                       |                       |                       |                       |                       |                       |      |

Your bids have not been published. Select 'Publish' to submit your bids. **Apply** **Done** **Cancel**

Figure 2-9: Filtering Records in RFQ Workbench Tables

The Manage Filters page shown in Figure 2-10 appears when you click the *Filter* link. Use this page to create, edit and delete filters. Filters you save remain in your Filter drop-down list until deleted. To modify or delete a filter, you must first select it from the Filter drop-down list.

**Manage Filters**

Filter: origin Germany

**Currently existing Filter options**

**Use the Find icon to populate the filter fields**

**Add or delete filters**

|   |         |  |    |
|---|---------|--|----|
| Lane Id                                       |         | Lane Types                               |    |
| Benchmark                                     |         | Origin Rate Area                         | GE |
| Origin Rate Area Desc                         | Germany | Origin State Name(not used in DPS)       |    |
| Origin Low Postal Code                        |         | Origin High Postal Code                  |    |
| Origin Country                                |         | Origin State                             |    |
| Destination Region/Rate Area                  |         | Destination Rate Area/Region Desc        |    |
| Destination State                             |         | Destination Low Postal Code              |    |
| Destination High Postal Code                  |         | Destination Country                      |    |
| Destination Zone                              |         | Distance                                 |    |
| Normal Volume                                 |         | Peak Volume                              |    |
| Service Commitment                            |         | Max Rate                                 |    |
| Min Rate                                      |         | User Defined 1                           |    |
| User Defined 2                                |         | User Defined 3                           |    |
| User Defined 4                                |         | User Defined 5                           |    |
| Origin State(for Special Solicitation)        |         | Origin Country(for Special Solicitation) |    |
| User Defined 8                                |         | User Defined 9                           |    |
| Destination Country(for Special Solicitation) |         |  |    |

**Done** **Cancel**

**Figure 2-10: Manage Filters RFQ Workbench Page**

**To create a filter:**

1. On the Manage Filters page, click the Add (+) icon
2. Within the Filter dialog box that appears, enter a name for the new filter and then click the **Done** button
3. On the Manage Filters page, specify one or more filtering criteria and then click the **Done** button.

**Note:** You may enter values or click Find (magnifying glass) icons opposite fields to select from values that already exist within DPS data for the field.

This is an example of a filter named “origin Germany.” Two fields are specified: the “Origin Rate Area Desc” and “Origin Rate Area.” When you apply this filter, only lanes that originate in Germany appear. Use the dialog box in Figure 2-11 appears to name a filter when adding a new one.

**Filter**

Filter Name: origin Germany

**Done** **Cancel**

**Figure 2-11: Manage Filters—Filter (Naming) Dialog Box**

Provide a name, click the **Done** button, and enter your filtering criteria on the Manage Filters page. When you click the Find icon opposite any criterion field, the dialog box shown in Figure 2-12 appears for you to locate and choose from values for that exist in DPS for that field. Enter a search string and then click the **Done** icon. All values that begin with the characters you enter appear. Leave the search criteria field blank to choose from all values in DPS. Select a value and then click the **Done** button.

Figure 2-12: Manage Filters—Find Dialog Box

### 2.2.11 Viewing/Updating Data

RFQ data is often sizable, and you may therefore want to apply filters to improve response times when sorting and working with line items within very large tables.

Updateable fields have lighter background colors. Within updateable fields, enter updated values and then click the appropriate button to validate and apply your changes. Figure 2-13 illustrates an RFQ Workbench page with updateable fields.

| Lane ID | Orig Rate Area | Dest Rate Area | Peak Rate(\$/cwt) | Non Peak Rate(\$/cwt) |
|---------|----------------|----------------|-------------------|-----------------------|
| 3000    | US11           | AS11           |                   |                       |
| 3001    | US11           | AS21           |                   |                       |
| 3002    | US11           | BA             |                   |                       |
| 3003    | US11           | BE             |                   |                       |
| 3004    | US11           | GE             |                   |                       |
| 3005    | US11           | GO             |                   |                       |
| 3006    | US11           | GR29           |                   |                       |
| 3007    | US11           | IC             |                   |                       |
| 3008    | US11           | IT             |                   |                       |

Figure 2-13: RFQ Details—Lanes Tab

### 2.2.12 User Feedback and Error Messages

Responses often accompany actions. Figure 2-14 illustrates an exception message that states “The value of Peak Rate (\$/cwt) for mode 7 and lane 3004 should be greater than or equal to 1.0 and less than or equal to 999.0,” which applies to the highlighted entry.

**RFQ Details**

Check for the errors in the highlighted cells.

The value of Peak Rate(\$/cwt) for mode 7 and lane 3004 should be greater than or equal to 1.0 and less than or equal to 999.0

Round 1 [2]

**RFQ Information**

|                    |   |               |         |
|--------------------|---|---------------|---------|
| <b>Name</b>        | iUB - 2005                              | <b>Status</b> | Bidding |
| <b>Description</b> | annual rate solicitation for iUB market |               |         |

**Lanes** | **Accessorials** | **Capacity** | **Packages**

IUB Bidding ends in 26 days 3 hours 36 minutes

| Lane ID | Orig Rate Area | Dest Rate Area | Biddable Attributes 7 |                       | Biddable Attributes 8 |                       | Biddable Attributes J |                       |
|---------|----------------|----------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
|         |                |                | Peak Rate(\$/cwt)     | Non Peak Rate(\$/cwt) | Peak Rate(\$/cwt)     | Non Peak Rate(\$/cwt) | Peak Rate(\$/cwt)     | Non Peak Rate(\$/cwt) |
| 3000    | US11           | AS11           |                       |                       |                       |                       |                       |                       |
| 3001    | US11           | AS21           |                       |                       |                       |                       |                       |                       |
| 3002    | US11           | BA             |                       |                       |                       |                       |                       |                       |
| 3003    | US11           | BE             |                       |                       |                       |                       |                       |                       |
| 3004    | US11           | GE             | 1005.97               |                       |                       |                       |                       |                       |
| 3005    | US11           | GO             |                       |                       |                       |                       |                       |                       |
| 3006    | US11           | GR29           |                       |                       |                       |                       |                       |                       |
| 3007    | US11           | IC             |                       |                       |                       |                       |                       |                       |

Figure 2-14: RFQ Workbench Exception Message

Figure 2-15 illustrates an example of a DPS Rates exception message.

**Defense Personal Property System (DPS)**

Home | Site Map | Log Out

Home | Invoicing/Approvals | Document Status | Qualifications Forms | 2DMSL | DPS Analytics | Customer Surveys | Rates | TSPOP Form History | Track

Show: Rates | GMT / UTC / Zulu Time Utility | Mon, 21 May 2007 15:38:39 UTC

**Rates**

Edit Tender Number for Volume Move

RFQ module

Upload Bulk Rates

**Upload Bulk Rates**

The file you submitted has been rejected. The file contents do not follow the specified format. Error may occur at line number 1

**Round Number:** 1

**Bidding Start Date:** 05/16/2007 00:00:00

**Bidding End Date:** 05/23/2007 00:00:00

AWDW

**Authorized SCAC:**

**Select rate type:**

☒ Standard

☐ Special Solicitation

**Select the file to be uploaded:**  Browse...

**File Type:** CSV File (\*.csv)

Submit

Figure 2-15: DPS Rates Exception Message Example

Figure 2-16 illustrates an example of a DPS Rates message confirming a successful action.

**Defense Personal Property System (DPS)**

powered by SIEBEL

Site Map | Help | Log In/Out

Home | Rates | User Satisfaction | Consignment Guide | Training

Show: Rates | Reports | Queries:

**Rates**

SCAC selection

Upload Bulk Rates

**Upload Bulk Rates**

Your file C:\Documents and Settings\JonesKe\Desktop\dpsrates.csv has been uploaded successfully. It will be processed overnight and you will be notified by email about the results

Figure 2-16: DPS Rates Confirmation Message Example

## 2.3 BidLINX TOOL

As mentioned in 1.5.1, the BidLinX tool is a Microsoft Excel-based tool that can be used to file rates one SCAC at a time, for one market at a time.

This section covers constructs of the User Interface for the BidLinX tool. Section 5.1 covers the procedural steps for filing rates using the BidLinX tool.

There are three worksheets within the workbook:

### 1. RFQ Summary

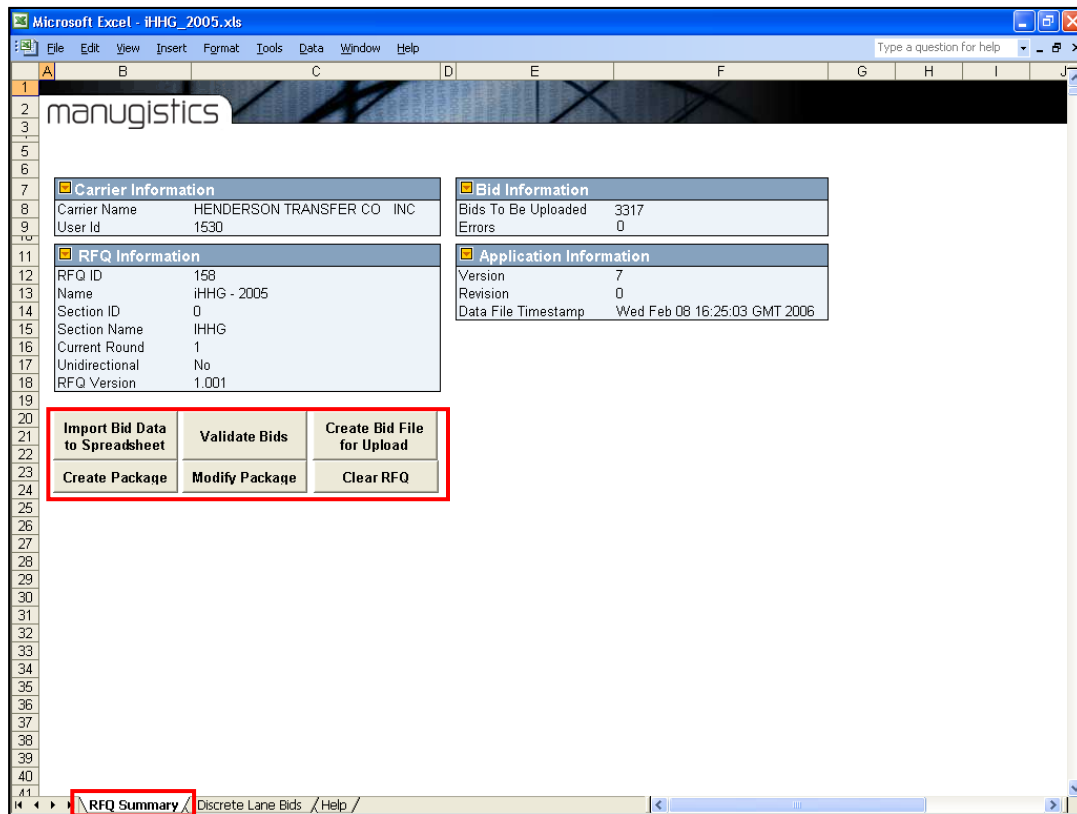
Discrete Lane Bids

Help.

Worksheets within a workbook are accessible via tabs at the bottom of the Excel window. Use the tabs at the bottom of the Excel window to move between the three worksheets within the BidLinX tool. For annual rate filing, you may use BidLinX in addition to, or in lieu of the RFQ Workbench.

#### 2.3.1.1 RFQ Summary Worksheet/Tab

The **RFQ Summary** Worksheet/Tab consists of statistics and information identifying the environment and has buttons illustrated in Figure 2-17 that invoke global actions.



**Figure 2-17: BidLinX RFQ Summary Worksheet/Tab—Buttons and Information**

**Table 2-4: BidLinx Summary Worksheet/Tab Constructs**

| Item                                  | Description  |
|---------------------------------------|--|
| <b>Buttons</b>                        |  |
| <b>Import Bid Data to Spreadsheet</b> | Imports lane/channel data (previously downloaded from the DPS Rates Module) defining an RFQ (a lanes file with a ".lan" extension) into BidLinx. |
| <b>Validate Bids</b>                  | Validates the format of entries within the Discrete Lane Bids worksheet.   |
| <b>Create Bid File for Upload</b>     | Creates a .bid file with your rates for upload back into the RFQ Workbench.  |
| <b>Create Package</b>                 | Not for use with DPS.  |
| <b>Modify Package</b>                 | Not for use with DPS.  |
| <b>Clear RFQ</b>                      | Erases all user-entered data within the Discrete Lane Bids worksheet.  |
| <b>Information</b>                    |  |
| <b>Carrier Information</b>            | TSP identification.  |
| <b>RFQ Information</b>                | Primary identifying attributes of the RFQ.   |
| <b>Bid Information</b>                | Number of line items and errors within the Discrete Lane Bids worksheet.   |
| <b>Application Information</b>        | Identification of the BidLinx file version (an Excel file with an ".xls" extension).   |

### 2.3.2 Discrete Lane Bids Worksheet/Tab

The BidLinx Discrete Lane Bids Worksheet/tab is where you enter your rates. Figure 2-18 and Table 2-5 depict the worksheet.



Microsoft Excel - iHHG\_2005.xls

File Edit View Insert Format Tools Data Window Help

Type a question for help

1 iHHG - 2005 ( Round 1 )

2 Lane Lane ID

3 Sort

4 Lane Information

5 Lane ID Origin Destination

6 3000 US11 AS11

7 3001 US11 AS21

8 3002 US11 BA

9 3003 US11 BE

10 3004 US11 GE

11 3005 US11 GQ

12 3006 US11 GR29

13 3007 US11 IT

14 3008 US11 IT10

15 3009 US11 IT20

16 3010 US11 JA01

17 3011 US11 JA02

18 3012 US11 JA03

19 3013 US11 JA96

20 3014 US11 KS

21 3015 US11 NL

22 3016 US11 PO

23 3017 US11 PO01

24 3018 US11 RQ

25 3019 US11 SP

26 3020 US11 TU

27 3021 US11 UK

28 3022 US11 US8030400

29 3023 US11 US8050500

30 3024 US11 US8101000

31 3025 US11 US8190100

32 3026 US11 US89

33 3027 US12 AS11

34 3028 US12 AS21

35 3029 US12 BA

36 3030 US12 BE

37 3031 US12 GE

38 3032 US12 GQ

39 3033 US12 GR29

40 3034 US12 IT

41 3035 US12 IT10

42 3036 US12 IT20

43 3037 US12 JA01

44 3038 US12 JA02

45 3039 US12 JA03

46 3040 US12 JA96

47 3041 US12 KS

48 3042 US12 NL

49 3043 US12 PO

50 3044 US12 PO01

51 3045 US12 RQ

52 3046 US12 SP

53 3047 US12 TU

54 3048 US12 UK

55 3049 US12 US8030400

56 3050 US12 US8050500

57 3051 US12 US8101000

58 3052 US12 US8190100

59 3053 US12 US89

60 3054 US12 AS11

61 3055 US12 AS21

62 3056 US12 BA

63 3057 US12 BE

64 3058 US12 GE

65 3059 US12 GQ

66 3060 US12 GR29

67 3061 US12 IT

68 3062 US12 IT10

69 3063 US12 IT20

70 3064 US12 JA01

71 3065 US12 JA02

72 3066 US12 JA03

73 3067 US12 JA96

74 3068 US12 KS

75 3069 US12 NL

76 3070 US12 PO

77 3071 US12 PO01

78 3072 US12 RQ

79 3073 US12 SP

80 3074 US12 TU

81 3075 US12 UK

82 3076 US12 US8030400

83 3077 US12 US8050500

84 3078 US12 US8101000

85 3079 US12 US8190100

86 3080 US12 US89

87 3081 US12 AS11

88 3082 US12 AS21

89 3083 US12 BA

90 3084 US12 BE

91 3085 US12 GE

92 3086 US12 GQ

93 3087 US12 GR29

94 3088 US12 IT

95 3089 US12 IT10

96 3090 US12 IT20

97 3091 US12 JA01

98 3092 US12 JA02

99 3093 US12 JA03

100 3094 US12 JA96

101 3095 US12 KS

102 3096 US12 NL

103 3097 US12 PO

104 3098 US12 PO01

105 3099 US12 RQ

106 3100 US12 SP

107 3101 US12 TU

108 3102 US12 UK

109 3103 US12 US8030400

110 3104 US12 US8050500

111 3105 US12 US8101000

112 3106 US12 US8190100

113 3107 US12 US89

114 3108 US12 AS11

115 3109 US12 AS21

116 3110 US12 BA

117 3111 US12 BE

118 3112 US12 GE

119 3113 US12 GQ

120 3114 US12 GR29

121 3115 US12 IT

122 3116 US12 IT10

123 3117 US12 IT20

124 3118 US12 JA01

125 3119 US12 JA02

126 3120 US12 JA03

127 3121 US12 JA96

128 3122 US12 KS

129 3123 US12 NL

130 3124 US12 PO

131 3125 US12 PO01

132 3126 US12 RQ

133 3127 US12 SP

134 3128 US12 TU

135 3129 US12 UK

136 3130 US12 US8030400

137 3131 US12 US8050500

138 3132 US12 US8101000

139 3133 US12 US8190100

140 3134 US12 US89

141 3135 US12 AS11

142 3136 US12 AS21

143 3137 US12 BA

144 3138 US12 BE

145 3139 US12 GE

146 3140 US12 GQ

147 3141 US12 GR29

148 3142 US12 IT

149 3143 US12 IT10

150 3144 US12 IT20

151 3145 US12 JA01

152 3146 US12 JA02

153 3147 US12 JA03

154 3148 US12 JA96

155 3149 US12 KS

156 3150 US12 NL

157 3151 US12 PO

158 3152 US12 PO01

159 3153 US12 RQ

160 3154 US12 SP

161 3155 US12 TU

162 3156 US12 UK

163 3157 US12 US8030400

164 3158 US12 US8050500

165 3159 US12 US8101000

166 3160 US12 US8190100

167 3161 US12 US89

168 3162 US12 AS11

169 3163 US12 AS21

170 3164 US12 BA

171 3165 US12 BE

172 3166 US12 GE

173 3167 US12 GQ

174 3168 US12 GR29

175 3169 US12 IT

176 3170 US12 IT10

177 3171 US12 IT20

178 3172 US12 JA01

179 3173 US12 JA02

180 3174 US12 JA03

181 3175 US12 JA96

182 3176 US12 KS

183 3177 US12 NL

184 3178 US12 PO

185 3179 US12 PO01

186 3180 US12 RQ

187 3181 US12 SP

188 3182 US12 TU

189 3183 US12 UK

190 3184 US12 US8030400

191 3185 US12 US8050500

192 3186 US12 US8101000

193 3187 US12 US8190100

194 3188 US12 US89

195 3189 US12 AS11

196 3190 US12 AS21

197 3191 US12 BA

198 3192 US12 BE

199 3193 US12 GE

200 3194 US12 GQ

201 3195 US12 GR29

202 3196 US12 IT

203 3197 US12 IT10

204 3198 US12 IT20

205 3199 US12 JA01

206 3200 US12 JA02

207 3201 US12 JA03

208 3202 US12 JA96

209 3203 US12 KS

210 3204 US12 NL

211 3205 US12 PO

212 3206 US12 PO01

213 3207 US12 RQ

214 3208 US12 SP

215 3209 US12 TU

216 3210 US12 UK

217 3211 US12 US8030400

218 3212 US12 US8050500

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220 3214 US12 US8190100

221 3215 US12 US89

222 3216 US12 AS11

223 3217 US12 AS21

224 3218 US12 BA

225 3219 US12 BE

226 3220 US12 GE

227 3221 US12 GQ

228 3222 US12 GR29

229 3223 US12 IT

230 3224 US12 IT10

231 3225 US12 IT20

232 3226 US12 JA01

233 3227 US12 JA02

234 3228 US12 JA03

235 3229 US12 JA96

236 3230 US12 KS

237 3231 US12 NL

238 3232 US12 PO

239 3233 US12 PO01

240 3234 US12 RQ

241 3235 US12 SP

242 3236 US12 TU

243 3237 US12 UK

244 3238 US12 US8030400

245 3239 US12 US8050500

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248 3242 US12 US89

249 3243 US12 AS11

250 3244 US12 AS21

251 3245 US12 BA

252 3246 US12 BE

253 3247 US12 GE

254 3248 US12 GQ

255 3249 US12 GR29

256 3250 US12 IT

257 3251 US12 IT10

258 3252 US12 IT20

259 3253 US12 JA01

260 3254 US12 JA02

261 3255 US12 JA03

262 3256 US12 JA96

263 3257 US12 KS

264 3258 US12 NL

265 3259 US12 PO

266 3260 US12 PO01

267 3261 US12 RQ

268 3262 US12 SP

269 3263 US12 TU

270 3264 US12 UK

271 3265 US12 US8030400

272 3266 US12 US8050500

273 3267 US12 US8101000

274 3268 US12 US8190100

275 3269 US12 US89

276 3270 US12 AS11

277 3271 US12 AS21

278 3272 US12 BA

279 3273 US12 BE

280 3274 US12 GE

281 3275 US12 GQ

282 3276 US12 GR29

283 3277 US12 IT

284 3278 US12 IT10

285 3279 US12 IT20

286 3280 US12 JA01

287 3281 US12 JA02

288 3282 US12 JA03

289 3283 US12 JA96

290 3284 US12 KS

291 3285 US12 NL

292 3286 US12 PO

293 3287 US12 PO01

294 3288 US12 RQ

295 3289 US12 SP

296 3290 US12 TU

297 3291 US12 UK

298 3292 US12 US8030400

299 3293 US12 US8050500

300 3294 US12 US8101000

301 3295 US12 US8190100

302 3296 US12 US89

303 3297 US12 AS11

304 3298 US12 AS21

305 3299 US12 BA

306 3300 US12 BE

307 3301 US12 GE

308 3302 US12 GQ

309 3303 US12 GR29

310 3304 US12 IT

311 3305 US12 IT10

312 3306 US12 IT20

313 3307 US12 JA01

314 3308 US12 JA02

315 3309 US12 JA03

316 3310 US12 JA96

317 3311 US12 KS

318 3312 US12 NL

319 3313 US12 PO

320 3314 US12 PO01

321 3315 US12 RQ

322 3316 US12 SP

323 3317 US12 TU

324 3318 US12 UK

325 3319 US12 US8030400

326 3320 US12 US8050500

327 3321 US12 US8101000

328 3322 US12 US8190100

329 3323 US12 US89

330 3324 US12 AS11

331 3325 US12 AS21

332 3326 US12 BA

333 3327 US12 BE

334 3328 US12 GE

335 3329 US12 GQ

336 3330 US12 GR29

337 3331 US12 IT

338 3332 US12 IT10

339 3333 US12 IT20

340 3334 US12 JA01

341 3335 US12 JA02

342 3336 US12 JA03

343 3337 US12 JA96

344 3338 US12 KS

345 3339 US12 NL

346 3340 US12 PO

347 3341 US12 PO01

348 3342 US12 RQ

349 3343 US12 SP

350 3344 US12 TU

351 3345 US12 UK

352 3346 US12 US8030400

353 3347 US12 US8050500

354 3348 US12 US8101000

355 3349 US12 US8190100

356 3350 US12 US89

357 3351 US12 AS11

358 3352 US12 AS21

359 3353 US12 BA

360 3354 US12 BE

361 3355 US12 GE

362 3356 US12 GQ

363 3357 US12 GR29

364 3358 US12 IT

365 3359 US12 IT10

366 3360 US12 IT20

367 3361 US12 JA01

368 3362 US12 JA02

369 3363 US12 JA03

370 3364 US12 JA96

371 3365 US12 KS

372 3366 US12 NL

373 3367 US12 PO

374 3368 US12 PO01

375 3369 US12 RQ

376 3370 US12 SP

377 3371 US12 TU

378 3372 US12 UK

379 3373 US12 US8030400

380 3374 US12 US8050500

381 3375 US12 US8101000

382 3376 US12 US8190100

383 3377 US12 US89

384 3378 US12 AS11

385 3379 US12 AS21

386 3380 US12 BA

387 3381 US12 BE

388 3382 US12 GE

389 3383 US12 GQ

390 3384 US12 GR29

391 3385 US12 IT

392 3386 US12 IT10

393 3387 US12 IT20

394 3388 US12 JA01

395 3389 US12 JA02

396 3390 US12 JA03

397 3391 US12 JA96

398 3392 US12 KS

399 3393 US12 NL

400 3394 US12 PO

401 3395 US12 PO01

402 3396 US12 RQ

403 3397 US12 SP

404 3398 US12 TU

405 3399 US12 UK

406 3400 US12 US8030400

407 3401 US12 US8050500

408 3402 US12 US8101000

409 3403 US12 US8190100

410 3404 US12 US89

411 3405 US12 AS11

412 3406 US12 AS21

413 3407 US12 BA

414 3408 US12 BE

415 3409 US12 GE

416 3410 US12 GQ

417 3411 US12 GR29

418 3412 US12 IT

419 3413 US12 IT10

420 3414 US12 IT20

421 3415 US12 JA01

422 3416 US12 JA02

423 3417 US12 JA03

424 3418 US12 JA96

425 3419 US12 KS

426 3420 US12 NL

427 3421 US12 PO

428 3422 US12 PO01

429 3423 US12 RQ

430 3424 US12 SP

431 3425 US12 TU

432 3426 US12 UK

433 3427 US12 US8030400

434 3428 US12 US8050500

435 3429 US12 US8101000

436 3430 US12 US8190100

437 3431 US12 US89

438 3432 US12 AS11

439 3433 US12 AS21

440 3434 US12 BA

441 3435 US12 BE

442 3436 US12 GE

443 3437 US12 GQ

444 3438 US12 GR29

445 3439 US12 IT

446 3440 US12 IT10

447 3441 US12 IT20

448 3442 US12 JA01

449 3443 US12 JA02

450 3444 US12 JA03

451 3445 US12 JA96

452 3446 US12 KS

453 3447 US12 NL

454 3448 US12 PO

455 3449 US12 PO01

456 3450 US12 RQ

457 3451 US12 SP

458 3452 US12 TU

459 3453 US12 UK

460 3454 US12 US8030400

461 3455 US12 US8050500

462 3456 US12 US8101000

463 3457 US12 US8190100

464 3458 US12 US89

465 3459 US12 AS11

466 3460 US12 AS21

467 3461 US12 BA

468 3462 US12 BE

469 3463 US12 GE

470 3464 US12 GQ

471 3465 US12 GR29

472 3466 US12 IT

473 3467 US12 IT10

474 3468 US12 IT20

475 3469 US12 JA01

476 3470 US12 JA02

477 3471 US12 JA03

478 3472 US12 JA96

479 3473 US12 KS

480 3474 US12 NL

481 3475 US12 PO

482 3476 US12 PO01

483 3477 US12 RQ

484 3478 US12 SP

485 3479 US12 TU

486 3480 US12 UK

487 3481 US12 US8030400

488 3482 US12 US8050500

489 3483 US12 US8101000

490 3484 US12 US8190100

491 3485 US12 US89

492 3486 US12 AS11

493 3487 US12 AS21

494 3488 US12 BA

495 3489 US12 BE

496 3490 US12 GE

497 3491 US12 GQ

498 3492 US12 GR29

499 3493 US12 IT

500 3494 US12 IT10

501 3495 US12 IT20

502 3496 US12 JA01

503 3497 US12 JA02

504 3498 US12 JA03

505 3499 US12 JA96

506 3500 US12 KS

507 3501 US12 NL

508 3502 US12 PO

509 3503 US12 PO01

510 3504 US12 RQ

511 3505 US12 SP

512 3506 US12 TU

513 3507 US12 UK

514 3508 US12 US8030400

515 3509 US12 US8050500

516 3510 US12 US8101000

517 3511 US12 US8190100

518 3512 US12 US89

519 3513 US12 AS11

520 3514 US12 AS21

521 3515 US12 BA

522 3516 US12 BE

523 3517 US12 GE

524 3518 US12 GQ

525 3519 US12 GR29

526 3520 US12 IT

527 3521 US12 IT10

528 3522 US12 IT20

529 3523 US12 JA01

530 3524 US12 JA02

531 3525 US12 JA03

532 3526 US12 JA96

533 3527 US12 KS

534 3528 US12 NL

535 3529 US12 PO

536 3530 US12 PO01

537 3531 US12 RQ

538 3532 US12 SP

539 3533 US12 TU

540 3534 US12 UK

541 3535 US12 US8030400

542 3536 US12 US8050500

543 3537 US12 US8101000

544 3538 US12 US8190100

545 3539 US12 US89

546 3540 US12 AS11

547 3541 US12 AS21

548 3542 US12 BA

549 3543 US12 BE

550 3544 US12 GE

551 3545 US12 GQ

552 3546 US12 GR29

553 3547 US12 IT

554 3548 US12 IT10

555 3549 US12 IT20

556 3550 US12 JA01

557 3551 US12 JA02

558 3552 US12 JA03

559 3553 US12 JA96

560 3554 US12 KS

561 3555 US12 NL

562 3556 US12 PO

563 3557 US12 PO01

564 3558 US12 RQ

565 3559 US12 SP

566 3560 US12 TU

567 3561 US12 UK

568 3562 US12 US8030400

569 3563 US12 US8050500

570 3564 US12 US8101000

571 3565 US12 US8190100

572 3566 US12 US89

573 3567 US12 AS11

574 3568 US12 AS21

575 3569 US12 BA

576 3570 US12 BE

577 3571 US12 GE

578 3572 US12 GQ

579 3573 US12 GR29

580 3574 US12 IT

581 3575 US12 IT10

582 3576 US12 IT20

583 3577 US12 JA01

584 3578 US12 JA02

585 3579 US12 JA03

586 3580 US12 JA96

587 3581 US12 KS

588 3582 US12 NL

589 3583 US12 PO

590 3584 US12 PO01

591 3585 US12 RQ

592 3586 US12 SP

593 3587 US12 TU

594 3588 US12 UK

595 3589 US12 US8030400

596 3590 US12 US8050500

597 3591 US12 US8101000

598 3592 US12 US8190100

599 3593 US12 US89

600 3594 US12 AS11

601 3595 US12 AS21

602 3596 US12 BA

603 3597 US12 BE

604 3598 US12 GE

605 3599 US12 GQ

606 3600 US12 GR29

607 3601 US12 IT

608 3602 US12 IT10

609 3603 US12 IT20

610 3604 US12 JA01

611 3605 US12 JA02

612 3606 US12 JA03

613 3607 US12 JA96

614 3

The screenshot displays the BidLinX Discrete Lane Bids worksheet. The table contains the following data:

| Lane    | Origin       | Destination | My Bid       |              |             |
|---------|--------------|-------------|--------------|--------------|-------------|
| Lane ID | Origin State | Dest Region | SIT Discount | Total Charge | LH Discount |
| 6048    | MN           | REGION 13   |              |              |             |
| 6049    | MN           | REGION 14   |              |              |             |
| 6050    | MN           | REGION 15   |              |              |             |
| 6051    | MS           | REGION 1    |              |              |             |
| 6052    | MS           | REGION 2    |              |              |             |
| 6053    | MS           | REGION 3    |              |              |             |
| 6054    | MS           | REGION 4    |              |              |             |
| 6055    | MS           | REGION 5    |              |              |             |
| 6056    | MS           | REGION 6    |              |              |             |
| 6057    | MS           | REGION 7    |              |              |             |
| 6058    | MS           | REGION 8    |              |              |             |
| 6059    | MS           | REGION 9    |              |              |             |
| 6060    | MS           | REGION 10   |              |              |             |

The sorting interface shows a dropdown menu with the following options: Lane Lane ID, Origin Origin State, and Destination Dest Reg. The 'Sort' button is highlighted, and a red arrow points to it from the top right of the worksheet.

**Sorts lanes according to selected attribute (column heading)**

**RFQ attributes are the drop-down menu options**

**Figure 2-19: Sorting BidLinX Discrete Lane Bids**

### 2.3.4 Viewing/Updating Data

Rates you enter are retained within the Discrete Lane Bids worksheet that appears when you select its worksheet tab. Use scroll bars to see beyond what is shown.

Fields designated for accepting information are tan. Unprotected fields are also identified by a solid line border that appears when you left-click anywhere within the cell. To file rates, enter values in respective cells as shown in Figure 2-20. Once you have entered the rates, you must click the **Validate Bids** button on the RFQ Summary worksheet as shown in Figure 2-21. The validation check identifies rate values that are in an incorrect format, or whose values are outside of parameters for a valid rate (e.g., a single factor rate greater than 999.0). At the conclusion of the validation process, the BidLinX tool indicates rate values that failed the validation check as shown in Figure 2-23.

Microsoft Excel - iHHG\_2005.xls

File Edit View Insert Format Tools Data Window Help

Type a question for help

1 iHHG - 2005 ( Round 1 ) Lane Lane ID Sort

| Lane Information |        |             | My Bid       |                   |                       | Attribute 1  |                   |               |
|------------------|--------|-------------|--------------|-------------------|-----------------------|--------------|-------------------|---------------|
| Lane             | Origin | Destination | Total Charge | Peak Rate(\$/cwt) | Non Peak Rate(\$/cwt) | Total Charge | Peak Rate(\$/cwt) | Non Peak Rate |
| 3000             | US11   | AS11        |              |                   |                       |              | 131.42            |               |
| 3001             | US11   | AS21        |              |                   |                       |              | 31.78             |               |
| 3002             | US11   | BA          |              |                   |                       |              | 89.23             |               |
| 3003             | US11   | BE          |              |                   |                       |              | 120.21            |               |
| 3004             | US11   | GE          |              |                   |                       |              | 50.77             |               |
| 3005             | US11   | GQ          |              |                   |                       |              | 109.23            |               |
| 3006             | US11   | GR29        |              |                   |                       |              | 89.55             |               |
| 3007             | US11   | IC          |              |                   |                       |              |                   |               |
| 3008             | US11   | IT          |              |                   |                       |              | 111.98            |               |
| 3009             | US11   | IT10        |              |                   |                       |              | 98.56             |               |
| 3010             | US11   | IT20        |              |                   |                       |              | 102.93            |               |
| 3011             | US11   | JA01        |              |                   |                       |              | 201.09            |               |
| 3012             | US11   | JA02        |              |                   |                       |              | 150.22            |               |
| 3013             | US11   | JA03        |              |                   |                       |              | 50.87             |               |
| 3014             | US11   | JA96        |              |                   |                       |              | 123.12            |               |
| 3015             | US11   | KS          |              |                   |                       |              | 56.43             |               |
| 3016             | US11   | NL          |              |                   |                       |              | 259.3             |               |
| 3017             | US11   | PO          |              |                   |                       |              | 105.85            |               |
| 3018             | US11   | PO01        |              |                   |                       |              | 90.12             |               |
| 3019             | US11   | RQ          |              |                   |                       |              | 129.66            |               |
| 3020             | US11   | SP          |              |                   |                       |              | 72.99             |               |
| 3021             | US11   | TU          |              |                   |                       |              | 107.33            |               |
| 3022             | US11   | UK          |              |                   |                       |              | 201.99            |               |
| 3023             | US11   | US8030400   |              |                   |                       |              |                   |               |
| 3024             | US11   | US8050500   |              |                   |                       |              |                   |               |
| 3025             | US11   | US8101000   |              |                   |                       |              |                   |               |
| 3026             | US11   | US8190100   |              |                   |                       |              |                   |               |
| 3027             | US11   | US89        |              |                   |                       |              | 129.66            |               |
| 3028             | US12   | AS11        |              |                   |                       |              | 153.22            |               |
| 3029             | US12   | AS21        |              |                   |                       |              | 34.88             |               |
| 3030             | US12   | BA          |              |                   |                       |              | 18.33             |               |
| 3031             | US12   | BE          |              |                   |                       |              | 87.22             |               |
| 3032             | US12   | GE          |              |                   |                       |              | 93.01             |               |
| 3033             | US12   | GQ          |              |                   |                       |              | 104.55            |               |

RFQ Summary Discrete Lane Bids Help

Figure 2-20: Entering Annual Rates in BidLinx

Microsoft Excel - iHHG\_2005.xls

File Edit View Insert Format Tools Data Window Help

Type a question for help

manugistics

| Carrier Information |                           | Bid Information     |      |
|---------------------|---------------------------|---------------------|------|
| Carrier Name        | HENDERSON TRANSFER CO INC | Bids To Be Uploaded | 3317 |
| User Id             | 1530                      | Errors              | 0    |

| RFQ Information |             | Application Information |                              |
|-----------------|-------------|-------------------------|------------------------------|
| RFQ ID          | 158         | Version                 | 7                            |
| Name            | iHHG - 2005 | Revision                | 0                            |
| Section ID      | 0           | Data File Timestamp     | Wed Feb 08 16:25:03 GMT 2006 |
| Section Name    | IHHG        |                         |                              |
| Current Round   | 1           |                         |                              |
| Unidirectional  | No          |                         |                              |
| RFQ Version     | 1.001       |                         |                              |

Import Bid Data to Spreadsheet Validate Bids Create Bid File for Upload

Create Package Modify Package Clear RFQ

RFQ Summary Discrete Lane Bids Help

Figure 2-21: BidLinx RFQ Summary Worksheet—Validate Bids Button

### 2.3.5 User Feedback and Error Messages

After validation of your rates, the Bid Information box on the RFQ Summary worksheet tallies errors encountered. Figure 2-22 indicates there were two errors.

The screenshot shows the 'RFQ Summary' worksheet in Microsoft Excel. The worksheet contains the following data:

| Carrier Information |                           |
|---------------------|---------------------------|
| Carrier Name        | HENDERSON TRANSFER CO INC |
| User Id             | 1530                      |

| Bid Information     |      |
|---------------------|------|
| Bids To Be Uploaded | 3317 |
| Errors              | 2    |

| RFQ Information |             |
|-----------------|-------------|
| RFQ ID          | 158         |
| Name            | iHHG - 2005 |
| Section ID      | 0           |
| Section Name    | IHHG        |
| Current Round   | 1           |
| Unidirectional  | No          |
| RFQ Version     | 1.001       |

| Application Information |                              |
|-------------------------|------------------------------|
| Version                 |                              |
| Revision                |                              |
| Data File Timestamp     | Wed Feb 08 16:25:03 GMT 2006 |

Below the information boxes are several action buttons:

- Import Bid Data to Spreadsheet
- Validate Bids
- Create Bid File for Upload
- Create Package
- Modify Package
- Clear RFQ

A red arrow points to the 'Errors' cell in the Bid Information box, with the text 'Number of errors' written below it.

**Figure 2-22: BidLinx RFQ Summary Worksheet—Error Count**

The Errors counter is highlighted when errors are detected (i.e., when a number greater than zero appears). Cells in error appear darkly shaded when you return to the Discrete Lane Bids worksheet. Figure 2-23 illustrates the BidLinx Discrete Lane Bids worksheet showing the two validation errors.

| iHHG - 2005 ( Round 1 ) |                |                |              |                   |                       |              |                   |            |  |
|-------------------------|----------------|----------------|--------------|-------------------|-----------------------|--------------|-------------------|------------|--|
| Lane Information        |                |                | 3            |                   |                       | 4            |                   |            |  |
| Lane                    | Origin         | Destination    | My Bid       | Attribute 1       | My Bid                | Total Charge | Attribute 1       |            |  |
| Lane ID                 | Orig Rate Area | Dest Rate Area | Total Charge | Peak Rate(\$/cwt) | Non Peak Rate(\$/cwt) | Total Charge | Peak Rate(\$/cwt) | Non Peak R |  |
| 5                       | 3000           | US11           |              |                   |                       |              | 102.43            |            |  |
| 6                       | 3001           | US11           |              |                   |                       |              | 101.22            |            |  |
| 7                       | 3002           | US11           |              |                   |                       |              | 123.98            |            |  |
| 8                       | 3003           | US11           |              |                   |                       |              | 99.23             |            |  |
| 9                       | 3004           | US11           |              |                   |                       |              | 127.32            |            |  |
| 10                      | 3005           | US11           |              |                   |                       |              | 98.22             |            |  |
| 11                      | 3006           | US11           |              |                   |                       |              | 89.5              |            |  |
| 12                      | 3007           | US11           |              |                   |                       |              |                   |            |  |
| 13                      | 3008           | US11           |              |                   |                       |              | 129.55            |            |  |
| 14                      | 3009           | US11           |              |                   |                       |              | 98.3              |            |  |
| 15                      | 3010           | US11           |              |                   |                       |              | 185.22            |            |  |
| 16                      | 3011           | US11           |              | 1001.11           | 180.31                |              | 121.11            |            |  |
| 17                      | 3012           | US11           |              | 9236.65           | 102.34                |              | 100.67            |            |  |
| 18                      | 3013           | US11           |              | 106.92            | 103.88                |              | 109.23            |            |  |
| 19                      | 3014           | US11           |              | 120.45            |                       |              | 99.09             |            |  |
| 20                      | 3015           | US11           |              | 167.22            |                       |              | 87.05             |            |  |
| 21                      | 3016           | US11           |              |                   |                       |              | 96.97             |            |  |
| 22                      | 3017           | US11           |              |                   |                       |              | 88.34             |            |  |
| 23                      | 3018           | US11           |              |                   |                       |              | 78.33             |            |  |
| 24                      | 3019           | US11           |              |                   |                       |              | 100.88            |            |  |
| 25                      | 3020           | US11           |              |                   |                       |              | 109.22            |            |  |
| 26                      | 3021           | US11           |              |                   |                       |              | 105.23            |            |  |
| 27                      | 3022           | US11           |              |                   |                       |              | 102.44            |            |  |
| 28                      | 3023           | US11           |              |                   |                       |              |                   |            |  |
| 29                      | 3024           | US11           |              |                   |                       |              |                   |            |  |
| 30                      | 3025           | US11           |              |                   |                       |              |                   |            |  |
| 31                      | 3026           | US11           |              |                   |                       |              |                   |            |  |
| 32                      | 3027           | US11           |              |                   |                       |              | 107.66            |            |  |
| 33                      | 3028           | US12           |              |                   |                       |              | 131.67            |            |  |
| 34                      | 3029           | US12           |              |                   |                       |              | 98.77             |            |  |
| 35                      | 3030           | US12           |              |                   |                       |              | 149.64            |            |  |
| 36                      | 3031           | US12           |              |                   |                       |              | 70.24             |            |  |
| 37                      | 3032           | US12           |              |                   |                       |              | 110.33            |            |  |
| 38                      | 3033           | US12           |              |                   |                       |              | 193.81            |            |  |

**Figure 2-23: BidLinx Discrete Lane Bids Worksheet—Field Exceptions**

Errors detected are highlighted in a dark shaded background. To correct these errors, reenter values and click the **Validate Bids** button on the RFQ Summary worksheet again to revalidate corrected data. Continue adjusting and revalidating your data until the Bid Information box indicates there are no errors.

**Important: incomplete bids are not reported in BidLinx.** BidLinx does not identify lanes/channels in which only one of the two rate fields have been filled. For domestic rates, both a Linehaul discount and a SIT discount must be provided. For international rates, both a Peak and a Non-Peak Single Factor Rate (SFR) must be present. DPS rejects incomplete rates at the end of each annual Rate Filing Round. A complete rate must have two entries within each code of service for which you intend to offer service. It is up to the user to ensure all rates are complete before submitting them into DPS.

## 2.3.6 Recommended Practices

### 2.3.6.1 Save Location

The Windows Desktop is the most convenient place to save files for subsequent reference. From most file selection dialog boxes, the Windows Desktop can be accessed with a single click.

### 2.3.6.2 File Name

It is recommended you retain original RFQ file names when creating interface files used with BidLinx. File extensions for BidLinx interface files, as identified in Table 2-6, are **.lan** and **.bid**. For an RFQ named **dHHG-2005**, recommended full files names (with extensions) for BidLinx interface files are:

- dHHG-2005.lan
- dHHG-2005.bid.

**Table 2-6: BidLinx Interface File Extensions**

| File extension | Description                            | Created by     |
|----------------|--|----------------|
| .lan           | RFQ identifying and lane/channel data. | RFQ Workbench. |
| .xls           | The BidLinx spreadsheet tool.          | RFQ Workbench. |
| .bid           | Your completed RFQ rate submission.    | BidLinx.       |

### 2.3.7 Preparing Your Rates


#### 2.3.7.1 BidLinx Discrete Lane Bids Worksheet

Use the worksheet shown in Figure 2-24 to enter your rates.

| iHHG - 2005 ( Round 1 ) |                |                |              |                   |                       |              |                   |            |  |
|-------------------------|----------------|----------------|--------------|-------------------|-----------------------|--------------|-------------------|------------|--|
| Lane Information        |                |                | 3            |                   |                       | 4            |                   |            |  |
| Lane                    | Origin         | Destination    | My Bid       | Attribute 1       | My Bid                | Total Charge | Attribute 1       |            |  |
| Lane ID                 | Orig Rate Area | Dest Rate Area | Total Charge | Peak Rate(\$/cwt) | Non Peak Rate(\$/cwt) | Total Charge | Peak Rate(\$/cwt) | Non Peak R |  |
| 5                       | 3000           | US11           |              |                   |                       |              |                   |            |  |
| 6                       | 3001           | US11           |              |                   |                       |              |                   |            |  |
| 7                       | 3002           | US11           |              |                   |                       |              |                   |            |  |
| 8                       | 3003           | US11           |              |                   |                       |              |                   |            |  |
| 9                       | 3004           | US11           |              |                   |                       |              |                   |            |  |
| 10                      | 3005           | US11           |              |                   |                       |              |                   |            |  |
| 11                      | 3006           | US11           |              |                   |                       |              |                   |            |  |
| 12                      | 3007           | US11           |              |                   |                       |              |                   |            |  |
| 13                      | 3008           | US11           |              |                   |                       |              |                   |            |  |
| 14                      | 3009           | US11           |              |                   |                       |              |                   |            |  |
| 15                      | 3010           | US11           |              |                   |                       |              |                   |            |  |
| 16                      | 3011           | US11           |              |                   |                       |              |                   |            |  |
| 17                      | 3012           | US11           |              |                   |                       |              |                   |            |  |
| 18                      | 3013           | US11           |              |                   |                       |              |                   |            |  |
| 19                      | 3014           | US11           |              |                   |                       |              |                   |            |  |
| 20                      | 3015           | US11           |              |                   |                       |              |                   |            |  |
| 21                      | 3016           | US11           |              |                   |                       |              |                   |            |  |
| 22                      | 3017           | US11           |              |                   |                       |              |                   |            |  |
| 23                      | 3018           | US11           |              |                   |                       |              |                   |            |  |
| 24                      | 3019           | US11           |              |                   |                       |              |                   |            |  |
| 25                      | 3020           | US11           |              |                   |                       |              |                   |            |  |
| 26                      | 3021           | US11           |              |                   |                       |              |                   |            |  |
| 27                      | 3022           | US11           |              |                   |                       |              |                   |            |  |
| 28                      | 3023           | US11           |              |                   |                       |              |                   |            |  |
| 29                      | 3024           | US11           |              |                   |                       |              |                   |            |  |
| 30                      | 3025           | US11           |              |                   |                       |              |                   |            |  |
| 31                      | 3026           | US11           |              |                   |                       |              |                   |            |  |
| 32                      | 3027           | US11           |              |                   |                       |              |                   |            |  |
| 33                      | 3028           | US12           |              |                   |                       |              |                   |            |  |
| 34                      | 3029           | US12           |              |                   |                       |              |                   |            |  |
| 35                      | 3030           | US12           |              |                   |                       |              |                   |            |  |
| 36                      | 3031           | US12           |              |                   |                       |              |                   |            |  |
| 37                      | 3032           | US12           |              |                   |                       |              |                   |            |  |
| 38                      | 3033           | US12           |              |                   |                       |              |                   |            |  |

**Figure 2-24: BidLinx Discrete Lane Bids Worksheet**

**Table 2-7: BidLinx Discrete Lane Bids Worksheet Constructs**

| Item  | Name  | Description   | Comment  |
|---|---|---|--|
| <b>Lane Attributes</b>                        |   |   |  |
| 1.  | <b>Lane ID</b>  | Lane unique identifier.                                     | Automatically assigned by DPS when lane is created within the RFQ. |
| 2.  | <b>Orig Rate Area</b>   | Rate area associated with the lane origin location.         |  |
| 3.  | <b>Dest Rate Area</b>   | Rate area associated with lane destination location.        |  |
| 4.  | <b>My bid/Total Charge</b>  | Not Applicable (N/A).                                       | Not used in DPS—ignore.  |
| <b>International Updateable Fields</b>        |   |   |  |
| 5.  | <b>Peak Rates (\$/cwt)</b>  | Single factor rate during peak season (May 15 – Sep 30).    | Dollar amount per 100 lbs.   |
| 6.  | <b>Non Peak Rates (\$/cwt)</b>  | Single factor rate during non-peak season (Nov 1 – May 14). | Dollar amount per 100 lbs.   |
| <b>Domestic Updateable Fields (not shown)</b> |   |   |  |
| 7.  | <b>LH Discount</b>  | Line haul Discount.   | Discount off the base rate specified in 400NG tariff.              |
| 8.  | <b>SIT Discount</b>   | Storage-in-Transit Discount.                                | Discount off the base rate specified in 400NG tariff.              |
| <b>Buttons</b>                                |   |   |  |
| 9.  |  | Sorts Lanes in ascending value by drop-down list selection. |  |

### 2.3.7.2 RFQ Workbench Export Page

Before the BidLinx Excel file can be used, you must first download lane data using the RFQ Workbench. This section describes the interface for downloading. From the RFQ Details page (after selecting an annual RFQ), select “Export” from the Actions drop-down menu to export the lanes and codes of service to file your rates (as described in 5.3). The page shown in Figure 2-25 appears. Save the exported file on your Windows Desktop for offline use with BidLinx tool.

**Export**

You must download the Latest BidLinx Tool to export RFQ Information. [Download BidLinx Tool](#)

RFQ Name: IHHG - 2005

Data: Lane Data for BidLinx

Format: EXCEL

Round: 2 of 2

Section: IHHG

**Export**

**Previous Downloads**

| Id | Request Type | Data                  | Format               | User          | Download Date  | Status                 | Download Link                 |
|----|--------------|-----------------------|----------------------|---------------|----------------|------------------------|-------------------------------|
| 53 | Completed    | Lane Data for BidLinx | Tab Separated Values | rate0005_HETR | 2/8/06 6:52 AM | Completed Successfully | <a href="#">Download file</a> |
| 52 | Completed    | Lane Data for BidLinx | Tab Separated Values | rate0005_HETR | 2/8/06 6:47 AM | Completed Successfully | <a href="#">Download file</a> |
| 51 | Completed    | Lane Data for BidLinx | Tab Separated Values | rate0005_HETR | 2/8/06 5:33 AM | Completed Successfully | <a href="#">Download file</a> |
| 50 | Completed    | Lane Data for BidLinx | Tab Separated Values | rate0005_HETR | 2/8/06 4:31 AM | Completed Successfully | <a href="#">Download file</a> |
| 49 | Completed    | Lane Data for BidLinx | Tab Separated Values | rate0005_HETR | 2/8/06 3:48 AM | Completed Successfully | <a href="#">Download file</a> |

**Done** **Cancel**

Figure 2-25: RFQ Workbench Lane Data Export Page

Table 2-8: RFQ Workbench Export Page Constructs

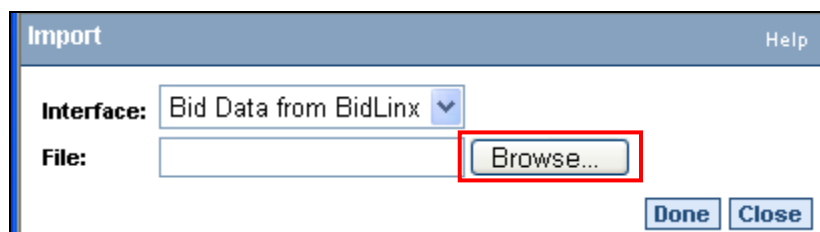
| Item   | Name                 | Description  | Comment   |
|--|----------------------|--|---|
| <b>Updateable Fields</b>                       |                      |  |   |
| 1.   | <b>Data</b>          | Type of data to be exported.   | “Lane Data for BidLinx” is the only drop-down list option for use with DPS. |
| 2.   | <b>Section</b>       | RFQ section to be exported.  |   |
| <b>Read-Only Attributes</b>                    |                      |  |   |
| 3.   | <b>RFQ Name</b>      | Name of RFQ.   | Reflected in interface file names.  |
| 4.   | <b>Format</b>        | Windows application used to open the file.   | Microsoft Excel.  |
| 5.   | <b>Round</b>         | The round number.  | There are always two rounds with annual rate filing.                        |
| <b>Previous Downloads Read-Only Attributes</b> |                      |  |   |
| 6.   | <b>Id</b>            | Download file identification number.   |   |
| 7.   | <b>Request Type</b>  | This field is “Completed” when the export file is successfully created.  |   |
| 8.   | <b>Data</b>          | The export file “Data” attribute selected by the user. The only option for this attribute that is supported by DPS is “Lane Data for BidLinx.” |   |
| 9.   | <b>Format</b>        | Indicates the file internal record structure. “Comma Separated Values” is the only option supported with DPS.                                  |   |
| 10.  | <b>User</b>          | The DPS user ID who conducted the download.  |   |
| 11.  | <b>Download Date</b> | Date the download was conducted.   |   |



| Item                     | Name                         | Description   | Comment       |
|--------------------------|------------------------------|---|---------------|
| 12.                      | <b>Status</b>                | This field indicates “Completed Successfully” when the export file has been successfully created.   |               |
| <b>Buttons and Links</b> |                              |   |               |
| 13.                      | <b>Download BidLinx Tool</b> | Initiates the process of downloading a copy of the BidLinx Excel file.                              | An .xls file. |
| 14.                      | <b>Download file</b>         | Creates a download file for lane/channel information.   | A .lan file.  |
| 15.                      | <b>Export</b>                | Creates an entry in the Previous Downloads table indicating the export file is ready to be created. |               |

### 2.3.7.3 Import Dialog Box

Once rates have been entered into BidLinx and validated, the user creates an export file to upload the rate data back into DPS. This file is known as a BID (.bid) file. The dialog box in Figure 2-26 is presented as you import annual rates within this file into DPS as described in 5.5.



**Figure 2-26: RFQ Workbench Import Dialog Box**

Select “Bid Data from BidLinx” from the Interface drop-down list. Click the **Browse** button and then locate the BidLinks (.BID) file to import (as covered in Section 2.3.2). The path and name of the .BID file appears within the File field.

Using your Windows Desktop when saving BidLinx interface files simplifies import and export actions. Click the **Done** button and acknowledge the message box confirming successful upload of your data. Click the **Close** button when finished.

### 2.3.7.4 Manage Filters Page—Lanes Tab

Use this page to create and delete filters.

Figure 2-27: RFQ Workbench Manage Filters Page

Table 2-9: Manage Filters Page—Lanes Tab, Updateable Fields

| Item | Name                                     | Description  | Comment   |
|------|--|--|---|
| 1.   | <b>Filter</b>                            | Filter name.   | Specify one to edit or delete.  |
| 2.   | <b>Lane Id</b>                           | Lane unique identifier.                              |   |
| 3.   | <b>Lane Type</b>                         | Indicates Lane type by market and shipment category. | Drop-down list selections: <ul style="list-style-type: none"> <li>• Domestic-Standard</li> <li>• International-Standard</li> <li>• International-SS</li> <li>• International-OTO</li> <li>• International-BOTO</li> <li>• Domestic-BOTO</li> <li>• Domestic-MOTO</li> <li>• Domestic-Volume</li> <li>• International-Volume.</li> </ul> |
| 4.   | <b>Benchmark</b>                         | N/A.   | Not implemented in DPS.   |
| 5.   | <b>Origin Rate Area</b>                  | Origin location Rate Area of lane.                   | A code.   |
| 6.   | <b>Origin Rate Area Desc</b>             | Origin location Rate Area description.               | Plain language describing.  |
| 7.   | <b>Origin State Name</b>                 | N/A  | Not implemented in DP.  |
| 8.   | <b>Origin State</b>                      | Origin location state.                               | United States (U.S.) locations only.  |
| 9.   | <b>Origin Postal Code (Low and High)</b> | N/A.   | Not implemented in DPS.   |
| 10.  | <b>Origin Country</b>                    | Origin location country.                             |   |

| Item | Name  | Description                                     | Comment  |
|------|---|---|--|
| 11.  | <b>Destination Region/<br/>Rate Area</b>          | Destination Rate Area or Region.                | A code.  |
| 12.  | <b>Destination Rate/<br/>Area Region Desc</b>     | Destination Rate Area or Region<br>description. | Plain language describing.   |
| 13.  | <b>Destination State</b>                          | Destination location state                      | U.S. locations only.   |
| 14.  | <b>Destination Postal<br/>Code (Low and High)</b> | N/A.  | Not implemented in DPS.  |
| 15.  | <b>Destination Country</b>                        | Destination location country.                   |  |
| 16.  | <b>Destination Zone</b>                           | Destination location GBLOC.                     | A four-letter code.  |
| 17.  | <b>Distance</b>                                   | N/A.  | Not implemented in DPS.  |
| 18.  | <b>Normal Volume</b>                              | N/A.  | Not implemented in DPS.  |
| 19.  | <b>Peak Volume</b>                                | N/A.  | Not implemented in DPS.  |
| 20.  | <b>Service Commitment</b>                         | N/A.  | Not implemented in DPS.  |
| 21.  | <b>Max Rate</b>                                   | N/A.  | Not implemented in DPS.  |
| 22.  | <b>Min Rate</b>                                   | N/A.  | Not implemented in DPS.  |
| 23.  | <b>User Defined 1 thru 4</b>                      | Varies based on RFQ type.                       |  |
| 24.  | <b>SS Origin City</b>                             | Special Solicitation (SS) origin city.          | Items 24 – 29 are only used only with<br>special solicitation lanes. |
| 25.  | <b>SS Origin State</b>                            | Special Solicitation origin state.              | U.S. locations only.   |
| 26.  | <b>SS Origin Country</b>                          | Special Solicitation origin country.            |  |
| 27.  | <b>SS Destination City</b>                        | Special Solicitation destination city.          |  |
| 28.  | <b>SS Destination State</b>                       | Special Solicitation destination state.         |  |
| 29.  | <b>SS Destination<br/>Country</b>                 | Special Solicitation destination<br>country.    |  |

### 2.3.7.5 RFQ Details Page—Lanes Tab

Use the **Lanes** tab to view Lanes and codes of service included with an RFQ. Daily RFQs always have one lane and code of service; annual RFQs have many.

RFQ Details

Round **[1]** 2

**RFQ Information**

**Name** iHHG - 2005 **Status** Bidding

**Description** annual rate solicitation for iHHG market

**Lanes** **Accessorials** **Capacity** **Packages**

Actions | iHHG Bidding ends in 19 days 2 hours 31 minutes Filter Records 1-20 of 3317

|                                     |         |                |                | 3                   |                       | 4                   |                       | 5                   |                       |      |
|-------------------------------------|---------|----------------|----------------|---------------------|-----------------------|---------------------|-----------------------|---------------------|-----------------------|------|
|                                     |         |                |                | Biddable Attributes |                       | Biddable Attributes |                       | Biddable Attributes |                       |      |
| <input checked="" type="checkbox"/> | Lane ID | Orig Rate Area | Dest Rate Area | Peak Rate(\$/cwt)   | Non Peak Rate(\$/cwt) | Peak Rate(\$/cwt)   | Non Peak Rate(\$/cwt) | Peak Rate(\$/cwt)   | Non Peak Rate(\$/cwt) | Peak |
| <input type="checkbox"/>            | 3000    | US11           | AS11           |                     |                       |                     |                       |                     |                       |      |
| <input type="checkbox"/>            | 3001    | US11           | AS21           |                     |                       |                     |                       |                     |                       |      |
| <input type="checkbox"/>            | 3002    | US11           | BA             |                     |                       |                     |                       |                     |                       |      |
| <input type="checkbox"/>            | 3003    | US11           | BE             |                     |                       |                     |                       |                     |                       |      |
| <input type="checkbox"/>            | 3004    | US11           | GE             |                     |                       |                     |                       |                     |                       |      |
| <input type="checkbox"/>            | 3005    | US11           | GO             |                     |                       |                     |                       |                     |                       |      |
| <input type="checkbox"/>            | 3006    | US11           | GR29           |                     |                       |                     |                       |                     |                       |      |
| <input type="checkbox"/>            | 3007    | US11           | IC             |                     |                       |                     |                       |                     |                       |      |
| <input type="checkbox"/>            | 3008    | US11           | IT             |                     |                       |                     |                       |                     |                       |      |

Your bids have not been published. Select 'Publish' to submit your bids. **Apply** **Done** **Cancel**

Figure 2-28 : RFQ Details Page—Lanes Tab

Table 2-10: RFQ Details Page Constructs

| Item  | Name               | Description   | Comment  |
|---|--------------------|---|--|
| <b>RFQ Information Read-Only Attributes</b> |                    |   |  |
| 1.  | <b>Name</b>        | RFQ name.   | Indicates market and program year.   |
| 2.  | <b>Description</b> | RFQ description.  |  |
| 3.  | <b>Status</b>      | RFQ current bidding status.   | Bidding/awarding/complete.   |
| <b>Actions</b>                              |                    |   |  |
| 4.  | <b>Summary</b>     | Displays a summary of the RFQ in an RFQ Summary window.                       | Illustrated in Figure 2-29.  |
| 5.  | <b>Publish</b>     | Makes rates/bids that are saved in the database for this RFQ visible to SDDC. | Publish only once per round. Once published, all RFQ rates/bids that are subsequently inserted or updated are visible to SDDC. |
| 6.  | <b>Export</b>      | Opens the Export page to produce a lanes (.lan) file for BidLinx.             |  |

### 2.3.7.6 RFQ Summary Window

Select “Summary” from the Action drop-down list to view the summary of an RFQ (Figure 2-29).

**RFQ Summary**

**ID:** 170

**Name:** Vol-B&AC-HBAT

**Description:** volume move

**Round:** 1 of 1

**Status:** Awarding

**RFQ dates:** 12/5/05 12:00 AM - 12/28/05 12:00 AM

**Contract period:** 12/15/05 12:00 AM - 12/28/05 12:00 AM

**Total number of lanes:** 1

**Lanes bidding:** Discrete

**Equipment types:** Domestic Volume

**Origin states:** VIRGINIA

**Destination states:** TEXAS

**Total normal demand:**

**Total peak demand:**

**Total distance:**

**Preview start date:** 12/5/05 12:00 AM

**Preview end date:** 12/5/05 12:01 AM

**Bidding start date:** 12/6/05 12:01 AM

**Bid required by date:**

**Bidding stop date:** 12/7/05 12:00 AM

**Award start date:** 12/7/05 12:00 AM

**Award end date:** 12/28/05 12:00 AM

Figure 2-29: RFQ Summary Window

Table 2-11: RFQ Summary Window Fields

| Item | Name                         | Description   | Comment  |
|------|------------------------------|---|--|
| 1.   | <b>ID</b>                    | A unique identifier DPS assigns to each RFQ when created.       |  |
| 2.   | <b>Name</b>                  | RFQ plain language name.  |  |
| 3.   | <b>Description</b>           | Text description of RFQ/solicitation.                           |  |
| 4.   | <b>Rnd</b>                   | The current bidding round.                                      | There are always two rounds with an annual rate solicitation.      |
| 5.   | <b>Status</b>                | The current status.   | Bidding/awarding/complete.   |
| 6.   | <b>RFQ dates</b>             | Start and end dates of RFQ awarding phase. Preview is not used. |  |
| 7.   | <b>Contract period</b>       | The period of performance for the solicitation.                 | The effective dates of the rates to be filed.                      |
| 8.   | <b>Total number of lanes</b> | Total number of Lanes comprising the RFQ.                       | Respondents are not required to provide a rate for every lane.     |
| 9.   | <b>Lanes bidding</b>         | Type of Lane.   | This value should always be "Discrete" All DPS Lanes are discrete. |

| Item | Name                        | Description  | Comment                  |
|------|-----------------------------|--|--------------------------|
| 10.  | <b>Equipment Type</b>       | Indicates Lane type—if Domestic or International; also indicates shipment program. |                          |
| 11.  | <b>Origin States</b>        | N/A.   | Not implemented in DPS.  |
| 12.  | <b>Destination States</b>   | N/A.   | Not implemented in DPS.  |
| 13.  | <b>Total normal demand</b>  | N/A  | Not implemented in DPS.  |
| 14.  | <b>Total peak demand</b>    | N/A.   | Not implemented in DPS   |
| 15.  | <b>Total distance</b>       | N/A.   | Not implemented in DPS   |
| 16.  | <b>Preview start date</b>   | Preview phase start date and time  | Not meaningful with DPS. |
| 17.  | <b>Preview end date</b>     | Preview phase end date and time  | Not meaningful with DPS  |
| 18.  | <b>Bidding start date</b>   | Bid phase start date and time  |                          |
| 19.  | <b>Bid required by date</b> | N/A.   | Not implemented in DPS.  |
| 20.  | <b>Bidding stop date</b>    | Bid phase end date and time.   |                          |
| 21.  | <b>Award start date</b>     | Award phase start date and time.   |                          |
| 22.  | <b>Award end date</b>       | Award phase end date and time.   |                          |

### 2.3.7.7 RFQ Workbench Page

The **RFQ Workbench** showing RFQs intended for you appear when you initially select RFQ Module from the Rates menu. Select “All Current” from the drop-down menu to see RFQs that are currently bidding or awarding. Select “Archived” to see RFQs that are completed.





The screenshot shows the RFQ Workbench interface. At the top, there's a navigation bar with links like Home, Log Out, and Help. Below that, the title "RFQ Workbench" is displayed. A red box highlights the "Actions" button in the top left corner of the table. The table itself has a header row with columns: Rfq Id, Name, Description, Current Rnd, Last Updated, Status, Prev Start Date, Prev End Date, and Bid. There are six rows of data, each representing an RFQ. The first row is highlighted in blue. The table also includes a "Rows 1 to 6 of 6" indicator and a "All Current" dropdown menu.

| Rfq Id | Name             | Description  | Current Rnd | Last Updated | Status  | Prev Start Date  | Prev End Date    | Bid     |
|--------|------------------|--|-------------|--------------|---------|------------------|------------------|---------|
| 51     | dHHG - 2005      | annual rate solicitation for dHHG market                                       | 1 of 2      |              | Bidding | 12/5/05 12:00 AM | 12/5/05 12:00 AM | 12/5/05 |
| 54     | SS-IHHG - 2005   | annual rate solicitation for special solicitation channels and the iHHG market | 1 of 2      |              | Bidding | 12/5/05 12:00 AM | 12/5/05 12:00 AM | 12/5/05 |
| 55     | SS-IUB - 2005    | annual rate solicitation for special solicitation channels and the iUB market  | 1 of 2      |              | Bidding | 12/5/05 12:00 AM | 12/5/05 12:00 AM | 12/5/05 |
| 58     | iHHG - 2005      | annual rate solicitation for iHHG market                                       | 1 of 2      |              | Bidding | 12/5/05 12:00 AM | 12/5/05 12:00 AM | 12/5/05 |
| 159    | iUB - 2005       | annual rate solicitation for iUB market  | 1 of 2      |              | Bidding | 12/5/05 12:00 AM | 12/5/05 12:00 AM | 12/5/05 |
| 197    | Vol-HBAT-to-BGAC | dHHG Volume Move from Fort Hood to Fort Belvoir                                | 1 of 1      |              | Bidding | 1/20/06 4:00 AM  | 1/20/06 4:01 AM  | 1/20/06 |

**Figure 2-30: RFQ Workbench Page**

**Table 2-12: RFQ Workbench Page Constructs**

| Item   | Name                      | Description   | Comment  |
|--|---------------------------|---|--|
| <b>Read-Only Attributes</b>                            |                           |   |  |
| 1.   | <b>Rfq Id</b>             | A unique identifier assigned by DPS to each RFQ when created. |  |
| 2.   | <b>Name</b>               | RFQ name and active link to RFQ Details page.                 |  |
| 3.   | <b>Description</b>        | Text description of RFQ.                                      |  |
| 4.   | <b>Current Rnd</b>        | The current round.  | There are always two rounds with an annual rate solicitation and one round otherwise.  |
| 5.   | <b>Last Updated</b>       | Most recent revision date (post-creation).                    | When an RFQ is created, this field is initially blank. For the user with a SDDC view, this field updates whenever a bid, published or unpublished, is saved to the database. For a user with a TSP view, this field updates only when a bid, published or unpublished, from their SCAC is saved to the database. |
| 6.   | <b>Status</b>             | The current status.   |  |
| 7.   | <b>Prev Start Date</b>    | Preview phase start date and time.                            | Not meaningful within DPS.   |
| 8.   | <b>Prev End Date</b>      | Preview phase end date and time.                              | Not meaningful within DPS.   |
| 9.   | <b>Bid Start Date</b>     | Bid phase start date and time.                                |  |
| 10.  | <b>Bid By Date</b>        | N/A.  | Not implemented in DPS.  |
| 11.  | <b>Bid End Date</b>       | Bid phase end date and time.                                  |  |
| 12.  | <b>Award Start Date</b>   | Award phase start date and time.                              |  |
| 13.  | <b>Award End Date</b>     | Award phase end date and time.                                |  |
| 14.  | <b>Increment Minutes</b>  | N/A.  | Not implemented in DPS.  |
| 15.  | <b>Maximum Extensions</b> | N/A.  | Not implemented in DPS.  |
| 16.  | <b>Trigger Minutes</b>    | N/A.  | Not implemented in DPS.  |
| <b>Actions</b>   |                           |   |  |
| 17.  | <b>Add Message</b>        | N/A.  | Not implemented in DPS.  |
| 18.  | <b>Add Comment</b>        | N/A.  | Not implemented in DPS.  |
| 19.  | <b>View Attachments</b>   | N/A.  | Not implemented in DPS.  |
| 20.  | <b>Export</b>             | Opens the Export page.  |  |
| <b>Selections within the RFQ Filter drop-down list</b> |                           |   |  |
| 21.  | <b>All Current</b>        | Shows RFQs in Bidding, Ready                                  | default  |

| Item         | Name  | Description  | Comment  |
|--------------|---|--|--|
|              |   | or Award Status. Also includes paused RFQs.                                    |  |
| 22.          | <b>Working</b>  | Shows RFQs that are in Incomplete or Ready Status.                             | Ready and Incomplete are similar in that they are both transient statuses. Despite this, it is possible an RFQ can be in one of these statuses. You should not take any action with an RFQ that is in a status of Incomplete or Ready. |
| 23.          | <b>Live</b>   | Displays RFQs that are in Bidding, or Award Status. Also displays paused RFQs. |  |
| 24.          | <b>Archived</b>   | N/A.   | Shows only RFQs that are in a Complete status.   |
| <b>Icons</b> |   |  |  |
| 25.          |  Preview Phase<br> Bidding Phase<br> Awarding Phase<br> Paused | RFQ statuses.  | Matches “Status” read-only attributes of the respective RFQ.   |



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### 3 FILING ANNUAL RATES USING RFQ WORKBENCH

This and remaining sections cover the procedural steps associated with each of the Rate Filing methods.

- Filing Annual Rates and daily RFQ Bids—Using RFQ Workbench, Round 1
- Filing Annual Rates—Using RFQ Workbench, Round 2
- Filing Annual Rates—Via Bulk Rates Filing
- Filing Annual Rates—Using BidLinx
- Publishing Annual Rates and daily RFQ Bids—Using RFQ Workbench.

#### 3.1 ROUND 1

Annual RFQs (dHHG, iUB, iHHG, SS-iHHG, and SS-iUB) cover numerous Lanes and one or more Codes of Service within each lane. Daily RFQs solicited on an as-needed basis (OTO, BOTO, MOTO, and Volume Move) are for a single Lane and Code of Service. An annual RFQ in the iHHG market is illustrated as an example of first round Annual RFQ Rate Filing using the RFQ Workbench.

Filing Rates/Bid Submission in Round 1 using the RFQ Workbench consists of four actions:

1. Accessing RFQ Workbench
2. Selecting an RFQ
3. Viewing and providing your rates for the RFQ
4. Exiting the RFQ Workbench.

##### 3.1.1 Accessing RFQ Workbench

**To access RFQ Workbench as a TSP:**

- Click the *RFQ module* link on the Rates menu in the left sidebar as shown in Figure 2-2. The RFQ Workbench page appears in a new browser window.

**To access RFQ Workbench as a TSP Rate Filing Agent:**

- Click the *SCAC Selection* link on the Rates menu in the left sidebar as shown in Figure 2-3.
- From the SCAC Selection drop-down list that appears, select a SCAC you want to access. The RFQ Workbench page appears in your current browser with all RFQ data in DPS for the SCAC you select as shown in Figure 3-1.

##### 3.1.2 Selecting an RFQ

You must first select an RFQ from the RFQ Workbench page before you can see, enter or update biddable attributes.

**RFQ Workbench**

Actions

RFQs

Rows 1 to 6 of 6 All Current

|                          | Rfq Id | Name                             | Description  | Current Rnd | Last Updated | Status  | Prev Star   |
|--------------------------|--------|----------------------------------|--|-------------|--------------|---------|-------------|
| <input type="checkbox"/> | 151    | <a href="#">dHHG - 2005</a>      | annual rate solicitation for dHHG market                                       | 1 of 2      |              | Bidding | 12/5/05 12  |
| <input type="checkbox"/> | 154    | <a href="#">SS-IHHG - 2005</a>   | annual rate solicitation for special solicitation channels and the iHHG market | 1 of 2      |              | Bidding | 12/5/05 12  |
| <input type="checkbox"/> | 155    | <a href="#">SS-IUB - 2005</a>    | annual rate solicitation for special solicitation channels and the iUB market  | 1 of 2      |              | Bidding | 12/5/05 12  |
| <input type="checkbox"/> | 158    | <a href="#">iHHG - 2005</a>      | annual rate solicitation for iHHG market                                       | 1 of 2      |              | Bidding | 12/5/05 12  |
| <input type="checkbox"/> | 159    | <a href="#">IUB - 2005</a>       | annual rate solicitation for iUB market  | 1 of 2      |              | Bidding | 12/5/05 12  |
| <input type="checkbox"/> | 197    | <a href="#">Vol-HBAT-to-BGAC</a> | dHHG Volume Move from Fort Hood to Fort Belvoir                                | 1 of 1      |              | Bidding | 1/20/06 4:1 |

Figure 3-1: RFQ Workbench Page

**To select an RFQ:**

- Click the link in the Name column for the RFQ you want to access. The RFQ Details page appears as shown in Figure 3-2 with all RFQ data for the RFQ you select.

**3.1.3 Viewing/Updating RFQ**

There are a number of actions you can invoke from the RFQ Details page after you select an RFQ.

**RFQ Details**

Round **11** 2

RFQ Information

Name: iHHG - 2005 Status: Bidding

Description: annual rate solicitation for iHHG market

Lanes Accessorials Capacity Packages

Actions IHHG Bidding ends in 10 days 5 hours 57 minutes Filter Records 1-20 of 3317

|                          | Lane ID | Orig Rate Area | Best Rate Area | 3 Biddable Attributes |                       | 4 Biddable Attributes |                       | Biddab            |
|--------------------------|---------|----------------|----------------|-----------------------|-----------------------|-----------------------|-----------------------|-------------------|
|                          |         |                |                | Peak Rate(\$/cwt)     | Non Peak Rate(\$/cwt) | Peak Rate(\$/cwt)     | Non Peak Rate(\$/cwt) | Peak Rate(\$/cwt) |
| <input type="checkbox"/> | 3000    | US11           | AS11           |                       |                       |                       |                       |                   |
| <input type="checkbox"/> | 3001    | US11           | AS21           |                       |                       |                       |                       |                   |
| <input type="checkbox"/> | 3002    | US11           | BA             |                       |                       |                       |                       |                   |
| <input type="checkbox"/> | 3003    | US11           | BE             |                       |                       |                       |                       |                   |
| <input type="checkbox"/> | 3004    | US11           | QE             |                       |                       |                       |                       |                   |
| <input type="checkbox"/> | 3005    | US11           | QQ             |                       |                       |                       |                       |                   |
| <input type="checkbox"/> | 3006    | US11           | GR29           |                       |                       |                       |                       |                   |
| <input type="checkbox"/> | 3007    | US11           | IC             |                       |                       |                       |                       |                   |
| <input type="checkbox"/> | 3008    | US11           | IT             |                       |                       |                       |                       |                   |

Your bids have not been published. Select 'Publish' to submit your bids. Apply Done Cancel

Figure 3-2 : RFQ Details Page—Lanes Tab

### To view an RFQ:

- Select Round number 1 (You can only update rates within an active bidding round.); the RFQ Details page appears as shown in Figure 3-2
- Use the vertical scroll bar to view Lanes beyond what is shown on the page; use the horizontal scroll bar to view other Codes of Service/Biddable Attributes; click the Down icon to view the next page of lanes.

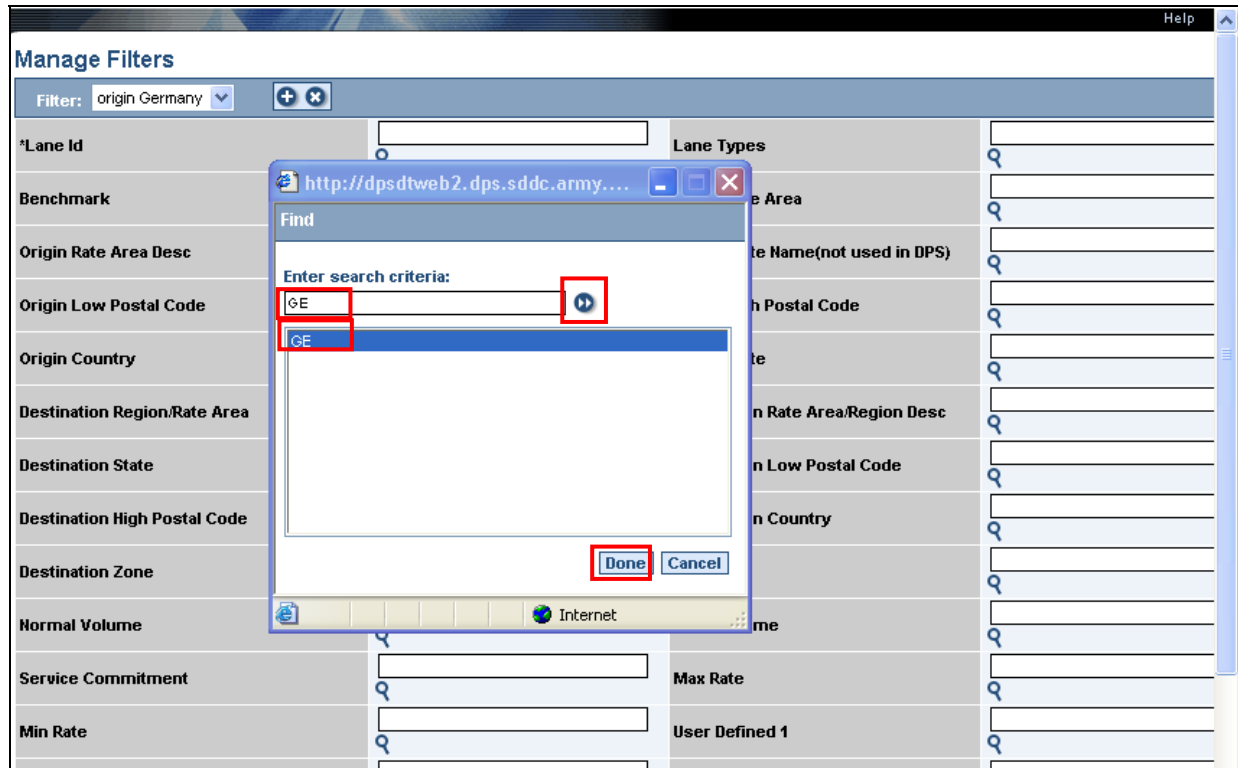
Lane filters permit you to limit what is shown to lanes that meet criteria you enter.

| Manage Filters                     |   |
|------------------------------------|---|
| Filter: origin Germany             | <span style="border: 1px solid red; padding: 2px;">+</span> <span style="border: 1px solid red; padding: 2px;">-</span> |
| *Lane Id                           | <input type="text"/>  |
| Benchmark                          | <input type="text"/>  |
| Origin Rate Area Desc              | <input type="text" value="Germany"/>  |
| Origin Low Postal Code             | <input type="text"/>  |
| Origin Country                     | <input type="text"/>  |
| Destination Region/Rate Area       | <input type="text"/>  |
| Destination State                  | <input type="text"/>  |
| Destination High Postal Code       | <input type="text"/>  |
| Destination Zone                   | <input type="text"/>  |
| Normal Volume                      | <input type="text"/>  |
| Service Commitment                 | <input type="text"/>  |
| Min Rate                           | <input type="text"/>  |
| Lane Types                         | <input type="text"/>  |
| Origin Rate Area                   | <input type="text"/>  |
| Origin State Name(not used in DPS) | <input type="text"/>  |
| Origin High Postal Code            | <input type="text"/>  |
| Origin State                       | <input type="text"/>  |
| Destination Rate Area/Region Desc  | <input type="text"/>  |
| Destination Low Postal Code        | <input type="text"/>  |
| Destination Country                | <input type="text"/>  |
| Distance                           | <input type="text"/>  |
| Peak Volume                        | <input type="text"/>  |
| Max Rate                           | <input type="text"/>  |
| User Defined 1                     | <input type="text"/>  |

Figure 3-3: Manage Filters Page

### To create a Lane filter:

- Click *Filter* on the RFQ Details page shown in Figure 3-2
- On the Manage Filters page that appears (Figure 3-3), click the Add (+) icon; a Filter dialog box appears as shown in Figure 2-11 to name your new filter
- Complete the Filter Name field and then click the Done button. The Filter dialog box disappears.



**Figure 3-4: Manage Filters Page**

**To add a value to Origin Rate Area criterion:**

- Click the Find icon immediately beneath the respective criterion field (Figure 3-3); the Find dialog box appears (Figure 3-4)
- Enter one or more characters in the search criteria field, and then click the icon opposite the field
- Click to select one of the search results returned and then click the **Done** button. The Find dialog box disappears and your value is transferred onto the Manage Filters page (Figure 3-5).

The screenshot displays the 'Manage Filters' page in the Defense Personal Property System (DPS). The page is titled 'Manage Filters' and shows a list of filters for 'origin Germany'. The filters are organized into two columns. The left column includes filters for 'Lane Id', 'Benchmark', 'Origin Rate Area Desc', 'Origin Low Postal Code', 'Origin Country', 'Destination Region/Rate Area', 'Destination State', 'Destination High Postal Code', 'Destination Zone', 'Normal Volume', 'Service Commitment', 'Min Rate', 'User Defined 2', and 'User Defined 4'. The right column includes filters for 'Lane Types', 'Origin Rate Area', 'Origin State Name(not used in DPS)', 'Origin High Postal Code', 'Origin State', 'Destination Rate Area/Region Desc', 'Destination Low Postal Code', 'Destination Country', 'Distance', 'Peak Volume', 'Max Rate', 'User Defined 1', 'User Defined 3', and 'User Defined 5'. A red box highlights the 'Done' button at the bottom right of the page.

**Figure 3-5: Manage Filters Page**

**To return RFQ Details page:**

- If necessary, use the vertical and horizontal scroll bars to expose the **Done** button
- Click the **Done** button at the bottom of the page (not shown). The RFQ Details page reappears. You can apply a filter while viewing the RFQ Details page.

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Site Map | Help | Log In/Out

Home | Rates | User Satisfaction | Consignment Guide | Training

Show: Rates | GMT / UTC / Zulu Time Utility | Thu, 19 Apr 2007 19:01:08 UTC | Reports | Queries: |

**Rates**

Edit Tender Number for Volume Move

SCAC selection

Upload Bulk Rates

**RFQ Details**

Round 1 [2]

**RFQ Information**

Name: IHQG - 2005 | Status: Bidding

Description: annual rate solicitation for IHQG market

**Lanes** | Accessorials | Capacity | Packages

Actions | IHQG Bidding ends in 42 days 23 hours 7 minutes | Filter: origin Germany | Records 1-20 of 73

|                                     | Lane ID | Orig Rate Area | Dest Rate Area | Peak Rate(\$/cwt) | Non Peak Rate(\$/cwt) | Biddable Attributes | Biddable Attributes | Biddable Attributes |
|-------------------------------------|---------|----------------|----------------|-------------------|-----------------------|---------------------|---------------------|---------------------|
| <input checked="" type="checkbox"/> | 4664    | QE             | US11           |                   |                       |                     |                     |                     |
| <input type="checkbox"/>            | 4665    | QE             | US12           |                   |                       |                     |                     |                     |
| <input type="checkbox"/>            | 4666    | QE             | US13           |                   |                       |                     |                     |                     |
| <input type="checkbox"/>            | 4667    | QE             | US14           |                   |                       |                     |                     |                     |
| <input type="checkbox"/>            | 4668    | QE             | US15           |                   |                       |                     |                     |                     |
| <input type="checkbox"/>            | 4669    | QE             | US16           |                   |                       |                     |                     |                     |
| <input type="checkbox"/>            | 4670    | QE             | US17           |                   |                       |                     |                     |                     |
| <input type="checkbox"/>            | 4671    | QE             | US18           |                   |                       |                     |                     |                     |
| <input type="checkbox"/>            | 4672    | QE             | US19           |                   |                       |                     |                     |                     |

Your bids have not been published. Select 'Publish' to submit your bids. [Apply] [Done] [Cancel]

**Figure 3-6: RFQ Details Page—with Filter Applied**

**To apply a filter:**

- Click the down arrow and then select a filter name. Only lanes that meet the filter criteria appear as shown in Figure 3 7.

Different types of RFQs have different sets of biddable attributes. Tan fields within the Lanes table accept updates as shown in Figure 3-7. You can also identify unprotected fields by a solid line border that appears when you left-click anywhere within the cell. These fields correspond to combinations of Lane and Code of Service that are open for bidding within the current round. Lanes table fields that are blue (and do not appear with a solid line border when you left-click) do not accept input.

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Home Rates User Satisfaction Consignment Guide Training

Show: Rates GMT / UTC / Zulu Time Utility Thu, 19 Apr 2007 19:01:08 UTC

Site Map Help Log In/Out

Round 11 2

**RFQ Details**

RFQ Information

Name: IHHG - 2005 Status: Bidding

Description: annual rate solicitation for IHHG market

Lanes Accessorials Capacity Packages

Actions IHHG Bidding ends in 18 days 7 hours 23 minutes Filter Records 1-20 of 3317

| Lane ID                       | Orig Rate Area | Dest Rate Area | Biddable Attributes |                       | Biddable Attributes |                       | Biddable Attributes |
|-------------------------------|----------------|----------------|---------------------|-----------------------|---------------------|-----------------------|---------------------|
|                               |                |                | Peak Rate(\$/cwt)   | Non Peak Rate(\$/cwt) | Peak Rate(\$/cwt)   | Non Peak Rate(\$/cwt) |                     |
| <input type="checkbox"/> 3000 | US11           | AS11           |                     |                       | 102.34              | 143.89                |                     |
| <input type="checkbox"/> 3001 | US11           | AS21           |                     |                       | 98.12               |                       |                     |
| <input type="checkbox"/> 3002 | US11           | BA             |                     |                       | 125.55              | 127.63                |                     |
| <input type="checkbox"/> 3003 | US11           | BE             |                     |                       |                     |                       |                     |
| <input type="checkbox"/> 3004 | US11           | QE             |                     |                       | 87.50               | 89.39                 |                     |
| <input type="checkbox"/> 3005 | US11           | QQ             |                     |                       | 5                   | 243.79                |                     |
| <input type="checkbox"/> 3006 | US11           | QR29           |                     |                       | 172.76              | 174.65                |                     |
| <input type="checkbox"/> 3007 | US11           | IC             |                     |                       |                     |                       | 115.72              |
| <input type="checkbox"/> 3008 | US11           | IT             |                     |                       | 118.92              | 119.53                |                     |

Your bids have not been published. Select 'Publish' to submit your bids. Apply Done Cancel

Figure 3-7: RFQ Details Page—Biddable Attributes

To enter rates:

- Enter a value in each rate field for each Lane and Code of Service you intend to offer service.

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Show: Rates GMT / UTC / Zulu Time Utility Thu, 19 Apr 2007 19:01:08 UTC

Site Map Help Log In/Out

Round 11 2

**RFQ Details**

RFQ Information

Name: IHHG - 2005 Status: Bidding

Description: annual rate solicitation for IHHG market

Lanes Accessorials Capacity Packages

Actions IHHG Bidding ends in 18 days 7 hours 23 minutes Filter Records 1-20 of 3317

| Lane ID                       | Orig Rate Area | Dest Rate Area | Biddable Attributes |                       | Biddable Attributes |                       | Biddable Attributes |
|-------------------------------|----------------|----------------|---------------------|-----------------------|---------------------|-----------------------|---------------------|
|                               |                |                | Peak Rate(\$/cwt)   | Non Peak Rate(\$/cwt) | Peak Rate(\$/cwt)   | Non Peak Rate(\$/cwt) |                     |
| <input type="checkbox"/> 3000 | US11           | AS11           |                     |                       | 102.34              | 143.89                |                     |
| <input type="checkbox"/> 3001 | US11           | AS21           |                     |                       | 98.12               |                       |                     |
| <input type="checkbox"/> 3002 | US11           | BA             |                     |                       | 125.55              | 127.63                |                     |
| <input type="checkbox"/> 3003 | US11           | BE             |                     |                       |                     |                       |                     |
| <input type="checkbox"/> 3004 | US11           | QE             |                     |                       | 87.50               | 89.39                 |                     |
| <input type="checkbox"/> 3005 | US11           | QQ             |                     |                       | 5                   | 243.79                |                     |
| <input type="checkbox"/> 3006 | US11           | QR29           |                     |                       | 172.76              | 174.65                |                     |
| <input type="checkbox"/> 3007 | US11           | IC             |                     |                       |                     |                       | 115.72              |
| <input type="checkbox"/> 3008 | US11           | IT             |                     |                       | 118.92              | 119.53                |                     |

Your bids have not been published. Select 'Publish' to submit your bids. Apply Done Cancel

Figure 3-8: RFQ Details Page—Saving Rates/Bids



**To save updates:**

- When finished entering rates, click the **Apply** or **Done** button to save and validate (Figure 3-9); invalid rates are highlighted
- To correct invalid rates, enter new rates and click the **Apply** or **Done** button again.

**To discard updates:**

- To return to the RFQ Workbench without saving/validating updates, click the **Cancel** button. The RFQ Workbench page appears. Refer to Section 7 for instructions on publishing rates.

**To determine publishing status:**

- Note the Publish message. If no message appears in this area, rates have already been published. Published rates can be updated (but not withdrawn) however.

When finished working with an RFQ, return to the RFQ Workbench.

**Defense Personal Property System (DPS)**

Home Rates User Satisfaction Consignment Guide Training

Show: Rates GMT / UTC / Zulu Time Utility Thu, 19 Apr 2007 19:01:08 UTC Reports Queries:

**RFQ Details**

Round 11 2

**RFQ Information**

Name: IHGG - 2005 Status: Bidding

Description: annual rate solicitation for IHGG market

**Lanes** Accessorials Capacity Packages

Actions IHGG Bidding ends in 18 days 7 hours 23 minutes Filter Records 1-20 of 3317

| Lane ID | Orig Rate Area | Dest Rate Area | Biddable Attributes |                       | Biddable Attributes |                       | Biddable Attributes |
|---------|----------------|----------------|---------------------|-----------------------|---------------------|-----------------------|---------------------|
|         |                |                | Peak Rate(\$/cwt)   | Non Peak Rate(\$/cwt) | Peak Rate(\$/cwt)   | Non Peak Rate(\$/cwt) |                     |
| 3000    | US11           | AS11           |                     |                       | 102.34              | 143.89                |                     |
| 3001    | US11           | AS21           |                     |                       | 98.12               |                       |                     |
| 3002    | US11           | BA             |                     |                       | 125.55              | 127.63                |                     |
| 3003    | US11           | BE             |                     |                       |                     |                       |                     |
| 3004    | US11           | GE             |                     |                       | 87.50               | 89.39                 |                     |
| 3005    | US11           | GG             |                     |                       | 5                   | 243.79                |                     |
| 3006    | US11           | GR29           |                     |                       | 172.76              | 174.65                |                     |
| 3007    | US11           | IC             |                     |                       |                     |                       | 115.72              |
| 3008    | US11           | IT             |                     |                       | 118.92              | 119.63                |                     |

Your bids have not been published. Select 'Publish' to submit your bids. **Apply** **Done** **Cancel**

**Figure 3-9: Exiting RFQ Details Page**

**To return to the RFQ Workbench:**

- Click the **Done** button as shown in Figure 3-9 and the RFQ Workbench page appears.

### 3.2 ROUND 2

Only annual RFQs (currently dHHG, iHHG, iUB, SS-iHHG and SS-iUB) have two bidding rounds and TSPs may file rates in either Round 1, Round 2 or in both rounds. See Section 3.1 for instructions describing Rate Filing in Round 1.

This section covers Round 2 Rate Filing instructions using the RFQ Workbench. As an example of second round Annual RFQ Rate Filing using the RFQ Workbench, an annual RFQ in the iHHG market is used. These instructions are the same for other types of annual RFQs.

Filing Rates/Bid Submission in Round 2 using the RFQ Workbench consists of four actions:

1. Accessing RFQ Workbench
2. Selecting an RFQ
3. Viewing and providing your rates for the RFQ
4. Exiting the RFQ Workbench.

### 3.2.1 Accessing RFQ Workbench

**To access the RFQ Workbench as a TSP:**

- Click the *RFQ module* link on the Rates menu in the left sidebar as shown in Figure 2-2. The RFQ Workbench page appears in a new browser window.

**To access the RFQ Workbench as a TSP Rate Filing Agent:**

- Click the *SCAC selection* link on the Rates menu in the left sidebar as shown in Figure 2-3
- Click the down arrow for TSP Selection and then select a SCAC you want to access. The RFQ Workbench page appears in the current browser with all RFQ data in DPS for the SCAC you select as shown in Figure 3-10.

### 3.2.2 Selecting an RFQ

You must first select an annual RFQ that is currently in Round 2 bidding.

| Rfq Id | Name             | Description  | Current Bid | Last Updated | Status  | Prev Star  |
|--------|------------------|--|-------------|--------------|---------|------------|
| 151    | iHHG-2005        | annual rate solicitation for dHHG market                                       | 1 of 2      |              | Bidding | 12/5/05 12 |
| 154    | SS-iHHG-2005     | annual rate solicitation for special solicitation channels and the iHHG market | 1 of 2      |              | Bidding | 12/5/05 12 |
| 155    | SS-iUB-2005      | annual rate solicitation for special solicitation channels and the iUB market  | 1 of 2      |              | Bidding | 12/5/05 12 |
| 150    | iHHG-2005        | annual rate solicitation for iHHG market                                       | 2 of 2      |              | Bidding | 12/5/05 12 |
| 150    | iUB-2005         | annual rate solicitation for iUB market  | 1 of 2      |              | Bidding | 12/5/05 12 |
| 197    | VOL-HRAT-to-BOAC | dHHG Volume Move from Fort Hood to Fort Belvoir                                | 1 of 1      |              | Bidding | 1/20/06 4t |

**Figure 3-10: RFQ Workbench Page**

**To select the RFQ:**

- Click the link in the Name column for the RFQ you want to access, as shown in Figure 3-10. The RFQ Details page appears showing the RFQ you select.

### 3.2.3 Viewing/Updating the RFQ

Round 1 and Round 2 rates are shown on different pages.

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RFQ Details

Round **1** 2

RFQ Information

Name: IHG - 2005 | Status: Complete

Description: annual rate solicitation for IHG market

Lanes | Accessorials | Capacity | Packages

Actions | IHG | Filter | Records 0-19 of 3317

|                          |      |      |      | 3                   |                       |         |             | 4                   |                       |
|--------------------------|------|------|------|---------------------|-----------------------|---------|-------------|---------------------|-----------------------|
|                          |      |      |      | Biddable Attributes |                       |         |             | Biddable Attributes |                       |
|                          |      |      |      | Peak Rate(\$/cwt)   | Non Peak Rate(\$/cwt) | Awarded | Award Level | Peak Rate(\$/cwt)   | Non Peak Rate(\$/cwt) |
| <input type="checkbox"/> | 3000 | US11 | AS11 |                     |                       |         |             | 102.34              | 143.89                |
| <input type="checkbox"/> | 3001 | US11 | AS21 |                     |                       |         |             | 98.12               |                       |
| <input type="checkbox"/> | 3002 | US11 | BA   |                     |                       |         |             | 125.55              | 127.63                |
| <input type="checkbox"/> | 3003 | US11 | BE   |                     |                       |         |             |                     |                       |
| <input type="checkbox"/> | 3004 | US11 | GE   |                     |                       |         |             | 87.50               | 89.39                 |
| <input type="checkbox"/> | 3005 | US11 | GG   |                     |                       |         |             | 5                   | 243.79                |
| <input type="checkbox"/> | 3006 | US11 | GR29 |                     |                       |         |             | 172.76              | 174.65                |
| <input type="checkbox"/> | 3007 | US11 | IC   |                     |                       |         |             |                     |                       |
| <input type="checkbox"/> | 3008 | US11 |      |                     |                       |         |             | 118.82              | 118.53                |

Apply | Done | Cancel

**Figure 3-11: Lanes Tab—Scroll Bars**

#### To view RFQ—Round 1:

- Select Round Number 1 and your Round 1 rates appear as shown in Figure 3-11; Round 1 rates accepted by SDDC cannot be updated in Round 2
- Use the vertical scroll bar to view Lanes beyond what is shown on the page; use the horizontal scroll bar to view more Codes of Service/Biddable Attributes; click the Down icon to view the next page of lanes.

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Show: Rates | GMT / UTC / Zulu Time Utility | Thu, 19 Apr 2007 19:01:08 UTC | Reports | Queries: |

Your Links

**RFQ Details**

Round **1** [2]

**RFQ Information**

Name: IHG - 2005 | Status: Bidding

Description: annual rate solicitation for IHG market

**Lanes** | Accessorials | Capacity | Packages

Actions | IHG Bidding ends in 48 days 7 hours 6 minutes | Filter | Records 0-19 of 3317

|                                     | Lane ID | Orig Rate Area | Dest Rate Area | 3                 |                       | 4                 |                       | Biddab |
|-------------------------------------|---------|----------------|----------------|-------------------|-----------------------|-------------------|-----------------------|--------|
|                                     |         |                |                | Peak Rate(\$/cwt) | Non Peak Rate(\$/cwt) | Peak Rate(\$/cwt) | Non Peak Rate(\$/cwt) |        |
| <input checked="" type="checkbox"/> | 3000    | US11           | AS11           |                   |                       |                   |                       |        |
| <input type="checkbox"/>            | 3001    | US11           | AS21           |                   |                       |                   |                       |        |
| <input type="checkbox"/>            | 3002    | US11           | BA             |                   |                       |                   |                       |        |
| <input type="checkbox"/>            | 3003    | US11           | BE             |                   |                       |                   |                       |        |
| <input type="checkbox"/>            | 3004    | US11           | GE             |                   |                       |                   |                       |        |
| <input type="checkbox"/>            | 3005    | US11           | GO             |                   |                       |                   |                       |        |
| <input type="checkbox"/>            | 3006    | US11           | GR29           |                   |                       |                   |                       |        |
| <input type="checkbox"/>            | 3007    | US11           | IC             |                   |                       |                   |                       |        |
| <input type="checkbox"/>            | 3008    | US11           | IT             |                   |                       |                   |                       |        |

Your bids have not been published. Select 'Publish' to submit your bids. [Apply] [Done] [Cancel]

**Figure 3-12: Lanes Tab—Biddable Attributes**

#### To view RFQ—Round 2:

- Select Round Number 2. This corresponds to Round 2 as shown in Figure 3-12. (Updating rates is restricted to the current active bidding round.) Only certain rates may be updated in Round 2. These are the unprotected fields as shown in Figure 3-13. Rates may be updated in Round 2 if after the end of Round 1 they were rejected or omitted.

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Site Map | Help | Log In/Out

**Rates**

Edit Tender Number for Volume Move

SCAC selection

Upload Bulk Rates

**RFQ Details**

Round 1 [2]

**RFQ Information**

Name: IHQG - 2005 | Status: Bidding

Description: annual rate solicitation for IHQG market

**Lanes** | Accessorials | Capacity | Packages

Actions | IHQG Bidding ends in 48 days 6 hours 55 minutes | Filter | Records 0-19 of 3317

| Lane ID | Orig Rate Area | Dest Rate Area | Biddable Attributes |                       | Biddable Attributes |                       | Biddable Attributes |
|---------|----------------|----------------|---------------------|-----------------------|---------------------|-----------------------|---------------------|
|         |                |                | Peak Rate(\$/cwt)   | Non Peak Rate(\$/cwt) | Peak Rate(\$/cwt)   | Non Peak Rate(\$/cwt) |                     |
| 3000    | US11           | AS11           |                     |                       |                     |                       |                     |
| 3001    | US11           | AS21           |                     |                       | 99.23               | 98.05                 |                     |
| 3002    | US11           | BA             |                     |                       |                     |                       |                     |
| 3003    | US11           | BE             |                     |                       | 89.74               | 92.50                 |                     |
| 3004    | US11           | GE             |                     |                       |                     |                       |                     |
| 3005    | US11           | GO             |                     |                       | 106.33              | 107.21                |                     |
| 3006    | US11           | GR29           |                     |                       |                     |                       |                     |
| 3007    | US11           | IC             |                     |                       |                     |                       | 105.81              |
| 3008    | US11           | IT             |                     |                       |                     |                       |                     |

Your bids have not been published. Select 'Publish' to submit your bids. **Apply** **Done** **Cancel**

**Figure 3-13: Lanes Tab—Unprotected Fields**

RFQs have different biddable attributes. Fields in a tan within the Lanes table accept updates. You can also identify unprotected fields by a solid line border that appears when you click the cell. Unprotected fields are available for bidding within the current round. Lanes table fields that are blue (and do not appear with a solid line border when you left-click) do not accept input.

#### To enter rates:

- For each combination of Lane and Code of Service that is viable for bidding in the current round, enter a Peak Rate and Non Peak Rate.

#### To save updates:

- When updates are complete, click the **Apply** button to save and validate rates; invalid rates are highlighted; otherwise a message reminding you to publish your rates appears at the bottom of the page when all have been successfully validated as illustrated in Figure 3-14
- To correct invalid rates, enter new rates and click the **Apply** button again.

#### To discard updates:

- To return to the RFQ Workbench without saving/validating updates, click the **Cancel** button. The RFQ Workbench page appears.



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**Rates**

Edit Tender Number for Volume Move

SCAC selection

Upload Bulk Rates

**RFQ Details** Round 1 [2]

**RFQ Information**

Name: IHHG - 2005 Status: Bidding

Description: annual rate solicitation for IHHG market

**Lanes** Accessorials Capacity Packages

Actions IHHG Bidding ends in 48 days 6 hours 55 minutes Filter Records 0-19 of 3317

| Lane ID | Orig Rate Area | Dest Rate Area | Biddable Attributes |                       | Biddable Attributes |                       | Biddab |
|---------|----------------|----------------|---------------------|-----------------------|---------------------|-----------------------|--------|
|         |                |                | Peak Rate(\$/cwt)   | Non Peak Rate(\$/cwt) | Peak Rate(\$/cwt)   | Non Peak Rate(\$/cwt) |        |
| 3000    | US11           | AS11           |                     |                       |                     |                       |        |
| 3001    | US11           | AS21           |                     |                       | 99.23               | 98.05                 |        |
| 3002    | US11           | BA             |                     |                       |                     |                       |        |
| 3003    | US11           | BE             |                     |                       | 89.74               | 92.50                 |        |
| 3004    | US11           | GE             |                     |                       |                     |                       |        |
| 3005    | US11           | QQ             |                     |                       | 106.33              | 107.21                |        |
| 3006    | US11           | QR29           |                     |                       |                     |                       |        |
| 3007    | US11           | IC             |                     |                       |                     |                       | 105.81 |
| 3008    | US11           | IT             |                     |                       |                     |                       |        |

Your bids have not been published. Select 'Publish' to submit your bids. Apply Done Cancel

Figure 3-14: Lanes Tab—Rates Publish Status Message

Refer to Section 7 for instructions on publishing rates.

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Home Rates User Satisfaction Consignment Guide Training

Show: Rates GMT / UTC / Zulu Time Utility Thu, 19 Apr 2007 19:01:08 UTC Reports Queries:

**Rates**

Edit Tender Number for Volume Move

SCAC selection

Upload Bulk Rates

**RFQ Details** Round 1 [2]

**RFQ Information**

Name: IHHG - 2005 Status: Bidding

Description: annual rate solicitation for IHHG market

**Lanes** Accessorials Capacity Packages

Actions IHHG Bidding ends in 48 days 6 hours 55 minutes Filter Records 0-19 of 3317

| Lane ID | Orig Rate Area | Dest Rate Area | Biddable Attributes |                       | Biddable Attributes |                       | Biddab |
|---------|----------------|----------------|---------------------|-----------------------|---------------------|-----------------------|--------|
|         |                |                | Peak Rate(\$/cwt)   | Non Peak Rate(\$/cwt) | Peak Rate(\$/cwt)   | Non Peak Rate(\$/cwt) |        |
| 3000    | US11           | AS11           |                     |                       |                     |                       |        |
| 3001    | US11           | AS21           |                     |                       | 99.23               | 98.05                 |        |
| 3002    | US11           | BA             |                     |                       |                     |                       |        |
| 3003    | US11           | BE             |                     |                       | 89.74               | 92.50                 |        |
| 3004    | US11           | GE             |                     |                       |                     |                       |        |
| 3005    | US11           | QQ             |                     |                       | 106.33              | 107.21                |        |
| 3006    | US11           | QR29           |                     |                       |                     |                       |        |
| 3007    | US11           | IC             |                     |                       |                     |                       | 105.81 |
| 3008    | US11           | IT             |                     |                       |                     |                       |        |

Your bids have not been published. Select 'Publish' to submit your bids. Apply Done Cancel

Figure 3-15: RFQ Details Page—Lanes Tab

### To return to the RFQ Workbench:

- Click the **Done** button; the RFQ Workbench page appears.

### 3.2.4 Exiting the RFQ Workbench

#### To exit the RFQ Workbench:

- Close the RFQ Workbench browser window. The RFQ Workbench window disappears.

## 3.3 SPECIAL SOLICITATION RFQS

Special Solicitation (SS) RFQs have several characteristics worth noting:

- SS is for the International market only—SS-iHHG and SS-iUB
- SS consists of one or more *channel groups* (foreign countries); one or more of which, must be bid across at least one COS in its entirety
- SS is generally awarded to one TSP per channel group.

Special solicitation RFQs are identifiable within the RFQ Workbench by Name and Description as shown with SS-iHHG-2006 in Figure 3-16.

The screenshot shows the 'Defense Personal Property System (DPS)' interface. The 'RFQ Workbench' section displays a table of RFQs. The table has columns for 'Rfq Id', 'Name', 'Description', 'Current Rnd', 'Last Updated', 'Status', and 'Pr'. The RFQ 'SS-iHHG-2006' is highlighted with a red box.

| Rfq Id | Name           | Description  | Current Rnd | Last Updated   | Status  | Pr  |
|--------|----------------|--|-------------|----------------|---------|-----|
| 508    | OTO-iHHG-508   | OTO shipment from WASHINGTON to KAMUELA  | 1 of 1      |                | Bidding | 12/ |
| 509    | BOTO-dHHG-509  | BOTO shipment from WASHINGTON to KILLEEN                                       | 1 of 1      |                | Bidding | 12/ |
| 536    | MOTO-dHHG-536  | MOTO shipment from WASHINGTON to KILLEEN                                       | 1 of 1      |                | Bidding | 12/ |
| 555    | BOTO-dHHG-555  | BOTO shipment from WASHINGTON to KILLEEN                                       | 1 of 1      |                | Bidding | 12/ |
| 559    | dHHG - 2006    | annual rate solicitation for dHHG market                                       | 1 of 2      | 7/2/07 5:53 PM | Bidding | 12/ |
| 560    | iHHG - 2006    | annual rate solicitation for iHHG market                                       | 1 of 2      | 7/2/07 5:53 PM | Bidding | 12/ |
| 561    | iUB - 2006     | annual rate solicitation for iUB market  | 1 of 2      |                | Bidding | 12/ |
| 562    | SS-iHHG - 2006 | annual rate solicitation for special solicitation channels and the iHHG market | 1 of 2      |                | Bidding | 12/ |
| 563    | SS-iUB - 2006  | annual rate solicitation for special solicitation channels and the iUB market  | 1 of 2      |                | Bidding | 12/ |

**Figure 3-16: Selecting a Special Solicitation RFQ**

Select *SS-iHHG-2006* to see the RFQ Details as shown in Figure 3-17.

The screenshot shows the DPS interface with the 'Rates' tab selected. The 'RFQ Details' section displays 'RFQ Information' for 'SS-IHHG - 2008'. Below this, the 'Lanes' tab is active, showing a list of channel groups: 'IHG - Canada', 'IHG - Egypt', 'IHG - Greece', 'IHG - Singapore', 'IHG - South America', and 'IHG - Thailand'. The 'IHG - Thailand' link is highlighted with a red box. Below the list, a table shows the details for the selected channel group, including 'Lane ID', 'Origin Rate Area', 'SS Origin City', 'SS Origin State', 'SS Origin Country', 'Dest Rate Area', 'SS Dest City', 'SS Dest State', and 'SS Dest Country'.

| Lane ID | Origin Rate Area | SS Origin City | SS Origin State | SS Origin Country | Dest Rate Area | SS Dest City | SS Dest State | SS Dest Country |
|---------|------------------|----------------|-----------------|-------------------|----------------|--------------|---------------|-----------------|
| 3847    | CA               |                |                 |                   | US11           |              |               |                 |
| 3848    | CA               |                |                 |                   | US12           |              |               |                 |
| 3849    | CA               |                |                 |                   | US13           |              |               |                 |
| 3850    | CA               |                |                 |                   | US14           |              |               |                 |
| 3851    | CA               |                |                 |                   | US15           |              |               |                 |
| 3852    | CA               |                |                 |                   | US16           |              |               |                 |
| 3853    | CA               |                |                 |                   | US17           |              |               |                 |
| 3854    | CA               |                |                 |                   | US19           |              |               |                 |
| 3855    | CA               |                |                 |                   | US20           |              |               |                 |

**Figure 3-17: Initial SS Channel Group Shown**

This Special Solicitation RFQ comprises six channel groups—one for: Canada, Egypt, Greece, Singapore, South America and Thailand. Canada is the first channel group that is initially shown. Select another channel group to see channels that originate and/or terminate in the respective country. Select *IHHG - Thailand* to see channels originating in Thailand as shown in Figure 3-18.

The screenshot shows the DPS interface with the 'Rates' tab selected. The 'RFQ Details' section displays 'RFQ Information' for 'SS-IHHG - 2008'. Below this, the 'Lanes' tab is active, showing a list of channel groups: 'IHG - Canada', 'IHG - Egypt', 'IHG - Greece', 'IHG - Singapore', 'IHG - South America', and 'IHG - Thailand'. The 'IHG - Thailand' link is highlighted with a red box. Below the list, a table shows the details for the selected channel group, including 'Lane ID', 'Origin Rate Area', 'SS Origin City', 'SS Origin State', 'SS Origin Country', 'Dest Rate Area', 'SS Dest City', 'SS Dest State', and 'SS Dest Country'.

| Lane ID | Origin Rate Area | SS Origin City | SS Origin State | SS Origin Country | Dest Rate Area | SS Dest City | SS Dest State | SS Dest Country |
|---------|------------------|----------------|-----------------|-------------------|----------------|--------------|---------------|-----------------|
| 3361    | TH               |                |                 |                   | US11           |              |               |                 |
| 3362    | TH               |                |                 |                   | US12           |              |               |                 |
| 3363    | TH               |                |                 |                   | US13           |              |               |                 |
| 3364    | TH               |                |                 |                   | US14           |              |               |                 |
| 3365    | TH               |                |                 |                   | US15           |              |               |                 |
| 3366    | TH               |                |                 |                   | US16           |              |               |                 |
| 3367    | TH               |                |                 |                   | US17           |              |               |                 |
| 3368    | TH               |                |                 |                   | US19           |              |               |                 |
| 3369    | TH               |                |                 |                   |                |              |               |                 |

Your bids have not been pu

**Figure 3-18: iHHG - Thailand Channel Group**

Scroll to the right to see biddable attributes as shown in Figure 3-19.



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**Rates**

Edit Tender Number for Volume Move

SCAC selection

Upload Bulk Rates

Round [1] 2

Status Bidding

ation channels and the iHHG market

reece iHHG - Singapore iHHG - South America iHHG - Thailand Bidding ends in 4 days 1 hours 5 minutes Filter Records 0-9 of 52

| 3                   |                |              |               |
|---------------------|----------------|--------------|---------------|
| Biddable Attributes |                |              |               |
| Origin Country      | Dest Rate Area | SS Dest City | SS Dest State |
|                     | US11           |              |               |
|                     | US12           |              |               |
|                     | US13           |              |               |
|                     | US14           |              |               |
|                     | US15           |              |               |
|                     | US16           |              |               |
|                     | US17           |              |               |
|                     | US18           |              |               |
|                     | US19           |              |               |
|                     | US20           |              |               |

Peak Rate(\$/cwt) Non Peak Rate(\$/cwt) Tender# FF Cert(1=yes,2=no)

Your bids have not been published. Select 'Publish' to submit your bids. Apply Done Cancel

**Figure 3-19: iHHG - Thailand Biddable Attributes**

Four biddable attributes (per channel) appear for Code of Service “3.” Scroll to the right again to skip past this COS as shown in Figure 3-20.

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**Rates**

Edit Tender Number for Volume Move

SCAC selection

Upload Bulk Rates

Round [1] 2

Status Bidding

ation channels and the iHHG market

reece iHHG - Singapore iHHG - South America iHHG - Thailand Bidding ends in 4 days 0 hours 59 minutes Filter Records 0-9 of 52

| 4                   |                |              |               | 5                   |                       |         |                     |
|---------------------|----------------|--------------|---------------|---------------------|-----------------------|---------|---------------------|
| Biddable Attributes |                |              |               | Biddable Attributes |                       |         |                     |
| Origin Country      | Dest Rate Area | SS Dest City | SS Dest State | Peak Rate(\$/cwt)   | Non Peak Rate(\$/cwt) | Tender# | FF Cert(1=yes,2=no) |
|                     |                |              |               |                     |                       |         |                     |
|                     |                |              |               |                     |                       |         |                     |
|                     |                |              |               |                     |                       |         |                     |
|                     |                |              |               |                     |                       |         |                     |
|                     |                |              |               |                     |                       |         |                     |
|                     |                |              |               |                     |                       |         |                     |
|                     |                |              |               |                     |                       |         |                     |
|                     |                |              |               |                     |                       |         |                     |
|                     |                |              |               |                     |                       |         |                     |
|                     |                |              |               |                     |                       |         |                     |

Peak Rate(\$/cwt) Non Peak Rate(\$/cwt) Tender# FF Cert(1=yes,2=no)

Your bids have not been published. Select 'Publish' to submit your bids. Apply Done Cancel

**Figure 3-20: iHHG - Thailand Codes of Service**

Codes of Service “4” and “5” appear next. Click the first field within a COS to begin. In this example, this is the peak single factor rate for the first channel, which is from Thailand to US11 rate area. Provide all four biddable attributes on every channel for each COS you want to bid.

Tender# is an identifier you provide that identifies your bid. Provide the same Tender# value on all channels. Enter a “1” or “2” along with your other biddable attributes on all channels to indicate whether or not you are foreign flag certified (1=Yes/2=No). Assuming you are bidding one COS and are providing the same biddable attributes for each channel, Figure 3-21 illustrates a completed special solicitation bid.

The screenshot shows the Defense Personal Property System (DPS) interface. The top navigation bar includes links for Home, DPS Analytics, Rates, DPS User Satisfaction, Consignment Guide, and Training. The main content area displays a table of biddable attributes for two COS (4 and 5). The table has columns for Origin Country, Peak Rate, Non Peak Rate, Tender#, and FF Cert. The 'Done' button is highlighted in red.

| 4              |                   |                       |         |                     | 5                 |                       |         |                     |  |
|----------------|-------------------|-----------------------|---------|---------------------|-------------------|-----------------------|---------|---------------------|--|
| Origin Country | Peak Rate(\$/cwt) | Non Peak Rate(\$/cwt) | Tender# | FF Cert(1=yes,2=no) | Peak Rate(\$/cwt) | Non Peak Rate(\$/cwt) | Tender# | FF Cert(1=yes,2=no) |  |
| 150.25         | 125.50            | 12345                 | 1       |                     |                   |                       |         |                     |  |
| 150.25         | 125.50            | 12345                 | 1       |                     |                   |                       |         |                     |  |
| 150.25         | 125.50            | 12345                 | 1       |                     |                   |                       |         |                     |  |
| 150.25         | 125.50            | 12345                 | 1       |                     |                   |                       |         |                     |  |
| 150.25         | 125.50            | 12345                 | 1       |                     |                   |                       |         |                     |  |
| 150.25         | 125.50            | 12345                 | 1       |                     |                   |                       |         |                     |  |
| 150.25         | 125.50            | 12345                 | 1       |                     |                   |                       |         |                     |  |
| 150.25         | 125.50            | 12345                 | 1       |                     |                   |                       |         |                     |  |
| 150.25         | 125.50            | 12345                 | 1       |                     |                   |                       |         |                     |  |
| 150.25         | 125.50            | 12345                 | 1       |                     |                   |                       |         |                     |  |

Your bids have not been published. Select 'Publish' to submit your bids. [Apply](#) [Done](#) [Cancel](#)

**Figure 3-21: Completed SS Bid**

Click the [Apply](#) or [Done](#) button when finished to save your submission.

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## 4 BIDDING ON DAILY RFQS WITH RFQ WORKBENCH

Daily RFQs are for shipments within the OTO, MOTO, BOTO, and Volume Move shipment categories, and are each explicitly solicited. You are eligible to bid on OTO shipments if you have participated in the respective household goods market in good standing during the entire previous program year. To receive a volume move solicitation, you must be an active TSP and have rates on file on the channel on which the volume move is to take place. You are eligible to bid on MOTO and/or BOTO shipments if you have applied for and were approved in the respective program.

You are notified via email and the RFQ Workbench when invited to bid on a daily RFQ. Daily RFQs always have one bidding round and appear on your RFQ Workbench page when solicited—where they remain visible until awarded. The RFQ name and description reflects whether it is an OTO, MOTO, or BOTO shipment, or volume move, and whether the market is domestic or international.

### 4.1 BIDDING ON OTO, MOTO, AND BOTO SHIPMENTS

To bid on a daily solicitation, you must respond using DPS during a discrete predetermined timeframe identified in the email notification and RFQ that defines the bidding round. To see daily solicitations as a TSP user, log in to DPS, select **Rates** on the DPS Menu, and then select *RFQ Module* from the Rates menu in the left sidebar.

RFQs for which you can respond with a bid appear with a Status of “Bidding” as shown in Figure 4-1 seen by a rate filing agent.

|                          | Rfq Id | Name           | Description  | Current Rnd | Last Updated   | Status  | F  |
|--------------------------|--------|----------------|--|-------------|----------------|---------|----|
| <input type="checkbox"/> | 555    | BOTO-dHHG-555  | BOTO shipment from WASHINGTON to KILLEEN                                       | 1 of 1      |                | Bidding | 12 |
| <input type="checkbox"/> | 559    | dHHG - 2006    | annual rate solicitation for dHHG market                                       | 1 of 2      | 7/2/07 5:53 PM | Bidding | 12 |
| <input type="checkbox"/> | 560    | iHHG - 2006    | annual rate solicitation for iHHG market                                       | 1 of 2      | 7/2/07 5:53 PM | Bidding | 12 |
| <input type="checkbox"/> | 561    | iUB - 2006     | annual rate solicitation for iUB market  | 1 of 2      |                | Bidding | 12 |
| <input type="checkbox"/> | 562    | SS-iHHG - 2006 | annual rate solicitation for special solicitation channels and the iHHG market | 1 of 2      | 7/2/07 5:53 PM | Bidding | 12 |
| <input type="checkbox"/> | 563    | SS-iUB - 2006  | annual rate solicitation for special solicitation channels and the iUB market  | 1 of 2      |                | Bidding | 12 |
| <input type="checkbox"/> | 564    | BOTO-dHHG-564  | BOTO shipment from WASHINGTON to KILLEEN                                       | 1 of 1      |                | Bidding | 12 |
| <input type="checkbox"/> | 565    | OTO-iHHG-565   | OTO shipment from WASHINGTON to KAMUELA  | 1 of 1      |                | Bidding | 12 |
| <input type="checkbox"/> | 566    | OTO-iHHG-566   | OTO shipment from FORT HOWARD to ARAFIARDAI IIR                                | 1 of 1      |                | Bidding | 12 |

**Figure 4-1: Daily RFQs in Bidding Status**

In this figure, you can see two domestic boat shipments (BOTO-dHHG-555 and BOTO-dHHG-564) and two international OTO shipments (OTO-iHHG-565 and OTO-iHHG-566). Select the RFQ name in the Name column to open the RFQ and enter your bid.

The RFQ Details page shown in Figure 4-2 appears when OTO-iHHG-565 is selected.

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Show: Rates | Monday, July 02, 2007 5:53:20 PM

RFQ Details

Round 11

RFQ Information

Name: OTO-IHHG-565 Status: Bidding

Description: OTO shipment from WASHINGTON to KAMUELA

Lanes | Accessorials | Capacity | Packages

IHHG Bidding ends in 20 days 8 hours 28 minutes

| <input checked="" type="checkbox"/> | DOD File Number | Service Member Name | Origin City | Origin State         | Origin Country | Dest City | Dest State | Dest Country      | Pickup date |
|-------------------------------------|-----------------|---------------------|-------------|----------------------|----------------|-----------|------------|-------------------|-------------|
| <input type="checkbox"/>            | 565             | Michael Cross       | WASHINGTON  | District of Columbia |                | KAMUELA   |            | International-OTO | 01/05/2007  |

Your bids have not been published. Select 'Publish' to submit your bids. [Apply] [Done] [Cancel]

**Figure 4-2: iHHG OTO Shipment Attributes**

All daily RFQs appear as a single row on the RFQ Details page, which includes blank fields in which to enter your bid. Scroll to the right to reveal shipment requirements (i.e., requested delivery date, shipment weight, etc.) as shown in Figure 4-3.

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Show: Rates | Monday, July 02, 2007 5:53:20 PM

RFQ Details

Round 11

RFQ Information

Name: OTO-IHHG-565 Status: Bidding

Description: OTO shipment from WASHINGTON to KAMUELA

Lanes | Accessorials | Capacity | Packages

IHHG Bidding ends in 20 days 8 hours 23 minutes

| <input checked="" type="checkbox"/> | DOD File Number | Service Member Name | Origin City | Origin State         | Origin Country | date | Delivery Date | Net Weight | Origin Agent Name |
|-------------------------------------|-----------------|---------------------|-------------|----------------------|----------------|------|---------------|------------|-------------------|
| <input type="checkbox"/>            | 565             | Michael Cross       | WASHINGTON  | District of Columbia |                | 07   | 02/04/2007    | 8800       |                   |

Your bids have not been published. Select 'Publish' to submit your bids. [Apply] [Done] [Cancel]

**Figure 4-3: iHHG OTO Shipment Requirements**

Scroll to the right again to reveal the fields in which you are to provide your bid as shown in Figure 4-4.



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Home | Site Map | Log Out

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Show: Rates | Monday, July 02, 2007 5:53:20 PM

RFQ Details

Round 11

RFQ Information

Name: OTO-IHHG-565 Status: Bidding

Description: OTO shipment from WASHINGTON to KAMUELA

Lanes | Accessorials | Capacity | Packages

Actions | IHHG Bidding ends in 20 days 8 hours 22 minutes | Filter | Records 1-1 of 1

3

| Biddable Attributes   |                                      |                           |                                      |                |   |                      |                                      |
|---|--------------------------------------|---------------------------|--------------------------------------|----------------|---|----------------------|--------------------------------------|
| <input checked="" type="checkbox"/> DOD File Number<br><input type="checkbox"/> 565 | Service Member Name<br>Michael Cross | Origin City<br>WASHINGTON | Origin State<br>District of Columbia | Origin Country | OTO Rate (\$/cwt)<br><input type="text"/> | Estimated Total Cost | FF Cert(1=y)<br><input type="text"/> |

Your bids have not been published. Select 'Publish' to submit your bids. [Apply] [Done] [Cancel]

**Figure 4-4: iHHG OTO Shipment Biddable Attributes**

Table 4-1 lists the biddable attributes for OTO, MOTO, and BOTO shipments.

**Table 4-1: OTO, MOTO, and BOTO Biddable Attributes**

| Attribute | Description  |
|-----------|--|
| OTO-dHHG  | Line haul discount and SIT discount.   |
| OTO-iHHG  | Single factor rate (dollar amount per 100 pounds) and Foreign Flag Certification (1=Yes/2=No). |
| MOTO      | Flat charge only.  |
| BOTO-dHHG | Flat charge only.  |
| BOTO-iHHG | Flat charge only.  |

In this instance, a single factor rate and a “1” or “2” entered within the FF Cert field is required. Click the **Apply** or **Done** button when finished to save your bid. You may revise your bid during the round; however, you cannot withdraw a bid once published. You are notified via email and in Shipment Management if your bid is selected and you are awarded the shipment.

## 4.2 BIDDING ON VOLUME MOVE SHIPMENTS

Bidding on a volume move is similar to the process followed with OTO, MOTO, and BOTO shipments; however, there are a few additional considerations and steps. To be accepted, a volume move bid must be less than the standard rate you have on file for the channel and code of service i.e., higher discounts for domestic and a lower single factor rate for international. You must also affirm that will be able to pick up at least 40,000 pounds per day. A volume move can be awarded to more than one TSP, and although there is only one bidding round, there are two selection phases within the awarding process. Volume moves for which you can respond with a bid appear with a Status of “Bidding.” The RFQ Workbench Description column identifies volume moves and whether domestic or international. Select a volume move RFQ name in the Name column to view the requirements of the volume move and enter your bid. The RFQ Details page appears as shown in Figure 4-5.

**Defense Personal Property System (DPS)**

Home | Site Map | Log Out

Home | DPS Analytics | Rates | DPS User Satisfaction | Consignment Guide | Training

Show: Rates Monday, July 02, 2007 5:53:20 PM

RFQ Details Round 11

RFQ Information

Name: Volume-DHHG-570 Status: Bidding

Description: volume rate solicitation for QUANTICO-Virginia to DEL MAR-California

Lanes Accessorials Capacity Packages

volume-dhhg Bidding ends in 6 days 6 hours 10 minutes

|                                     | Orig City/State    | Orig GBLOC | Dest City/State     | Dest GBLOC | Origin POC Name    | Origin POC Phone | Origin POC Email       | Start Date | End Date   |
|-------------------------------------|--------------------|------------|---------------------|------------|--------------------|------------------|------------------------|------------|------------|
| <input checked="" type="checkbox"/> | QUANTICO, Virginia | B6AC       | DEL MAR, California | LHNQ       | COL Donald Tindall | (703) 227-5124   | Donald_Tindall@dra.com | 12/19/2006 | 01/19/2007 |

Your bids have not been published. Select 'Publish' to submit your bids. Apply Done Cancel

**Figure 4-5: dHHG Volume Move Attributes**

This is a domestic (Code of Service “D”) volume move from Quantico, VA to Del Mar, CA. Scroll to the right to reveal the volume move requirements as shown in Figure 4-6.

**Defense Personal Property System (DPS)**

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Show: Rates Monday, July 02, 2007 5:53:20 PM

RFQ Details Round 11

RFQ Information

Name: Volume-DHHG-570 Status: Bidding

Description: volume rate solicitation for QUANTICO-Virginia to DEL MAR-California

Lanes Accessorials Capacity Packages

volume-dhhg Bidding ends in 6 days 6 hours 2 minutes

|                                     | Orig City/State    | Orig GBLOC | Dest City/State     | Dest GBLOC | Origin POC Name    | End Date   | Est Total Tonnage | Est. Wt per shipment | Est. No |
|-------------------------------------|--------------------|------------|---------------------|------------|--------------------|------------|-------------------|----------------------|---------|
| <input checked="" type="checkbox"/> | QUANTICO, Virginia | B6AC       | DEL MAR, California | LHNQ       | COL Donald Tindall | 31/31/2007 | 900000            | 9000                 | 100     |

Your bids have not been published. Select 'Publish' to submit your bids. Apply Done Cancel

**Figure 4-6: dHHG Volume Move Requirements**

This volume move is for an estimated 100 shipments—each with an estimated weight of 9,000 pounds, for a total weight of 900,000 pounds. Scroll to the right again to reveal the biddable attributes as shown in Figure 4-7.

**Defense Personal Property System (DPS)**

Home | Site Map | Log Out

Home | DPS Analytics | Rates | DPS User Satisfaction | Consignment Guide | Training

Show: Rates | Monday, July 02, 2007 5:53:20 PM

RFQ Details

Round 11

**RFQ Information**

Name: Volume-DHHG-570 Status: Bidding

Description: volume rate solicitation for QUANTICO-Virginia to DEL MAR-California

Lanes | Accessorials | Capacity | Packages

volume-dhhg Bidding ends in 6 days 5 hours 41 minutes

| Orig City/State    | Orig GBLOC | Dest City/State     | Dest GBLOC | Origin POC Name    | SIT Discount | LH Discount | Max Weight Per day | Biddable A |
|--------------------|------------|---------------------|------------|--------------------|--------------|-------------|--------------------|------------|
| QUANTICO, Virginia | BGAC       | DEL MAR, California | LHNQ       | COL Donald Tindall | 28.1         | 23.5        | 90000              | BVS        |

Your bids have not been published. Select 'Publish' to submit your bids. [Apply] [Done] [Cancel]

**Figure 4-7: dHHG Volume Move Biddable Attributes**

This example shows: 28.1% and 23.5% entered for the SIT and line haul discounts respectively, and a representation that this TSP can pick up 90,000 pounds per business day. There is also a required FF Cert field to the right that is not shown to indicate foreign flag certification (1=Yes/2=No). When finished entering all four required biddable attributes, click the **Apply** or **Done** button to save and submit your bid.

Volume move RFQs disappear from TSP RFQ Workbenches at the conclusion of the bidding round and email notifications are sent to TSPs that are selected for a contingent primary or secondary award. Only one TSP can receive a contingent primary award. If contingent secondary awards are made, they can be made to one or more TSPs. If you are selected and accept your contingent award level (primary or secondary), you have 48 hours from the time the notice of contingent awards is made to respond with a tender number. To enter your tender number, from the Rates menu in the right sidebar of any DPS Rates page, select *Edit Tender Number for Volume Move*. The page shown in Figure 4-8 appears.

**Defense Personal Property System (DPS)**

Home | Site Map | Log Out

Home | DPS Analytics | Rates | DPS User Satisfaction | Consignment Guide | Training

Show: Rates | Monday, July 02, 2007 5:53:20 PM

TSP Selection

at you would like to edit a AWDW

| Origin City | Origin State | Origin Country | Origin GBLOC | Destination City | Destination State | Destination Country | Destination GBLOC | LH Rate | SIT Rate | Tender Number |
|-------------|--------------|----------------|--------------|------------------|-------------------|---------------------|-------------------|---------|----------|---------------|
| QUANTICO    | Virginia     | United States  | BGAC         | DEL MAR          | California        | United States       | LHNQ              | 23.5    | 28.1     | V-12345       |

Save

**Figure 4-8: Entering Volume Move Tender Number**

If you are a TSP Rate Filing Agent, you first must select the TSP SCAC for which you want to enter a volume move tender number first to see volume moves pending this. It is possible that multiple volume moves pending entry of a tender number may appear. Within the Tender Number column of the volume move you want to accept a contingent award, enter your tender number and then click the **Save** button. If you choose not to accept your contingent award, simply ignore the notification and do not respond with a tender number.



DPS saves your tender number(s) as acceptance of your volume move award. You may return to this page to change or remove your tender number during the 48 hour period following notification to provide a tender number. After 48 hours have elapsed, respondents are final ranked and notified if selected as a primary or an alternate TSP. The only scenario that would change an award level is when the TSP with the primary contingent award does not respond within 48 hours. In this case, the highest ranked secondary TSP receives the primary award when re-ranked.

## 5 FILING RATES USING BIDLINX

BidLinx is an offline Excel® spreadsheet tool that is appropriate for preparing moderate size annual submissions in response to a single RFQ. As an example, an annual RFQ for the iHHG market is used to illustrate this method of rate filing. The procedure is similar when filing rates for the other annual RFQs (currently dHHG, iUB, SS-iHHG, and SS-iUB). BidLinx cannot be used to bid on daily RFQs (i.e., for OTO, BOTO, MOTO, and Volume Move shipments).

The process to file annual rates using BidLinx consists of several steps:

- Accessing the RFQ Workbench
- Selecting an annual RFQ
- Exporting RFQ channel (.lan file) data
- Importing the channel data into BidLinx
- Updating the RFQ with your rates within BidLinx
- Exporting a rates (.bid file) out of BidLinx
- Importing your rates into the RFQ Workbench.

**Note:** For description and format of BidLinx Data Elements, refer to Section 2.3. Figure 2-23 illustrates the data elements that will be exported. Table 2-5, Table 2-7 and Table 2-8 provide additional information on the Workbench Export fields.

### 5.1 ACCESS RFQ WORKBENCH

**To access the RFQ Workbench as a TSP:**

- Select *RFQ module* on the Rates menu in the left sidebar as shown in Figure 2-2. The RFQ Workbench page appears in a new browser window.

**To access the RFQ Workbench as a TSP Rate Filing Agent:**

- Select *SCAC selection* on the Rates menu in the left sidebar as shown in Figure 2-3.
- Click the down arrow for TSP Selection and then select a SCAC you want to access. The RFQ Workbench page appears in the current browser with all RFQ data in DPS for the SCAC you select as shown in Figure 5-1.

### 5.2 SELECT RFQ

You can select any annual RFQ in a Round 1 or Round 2 bidding status.

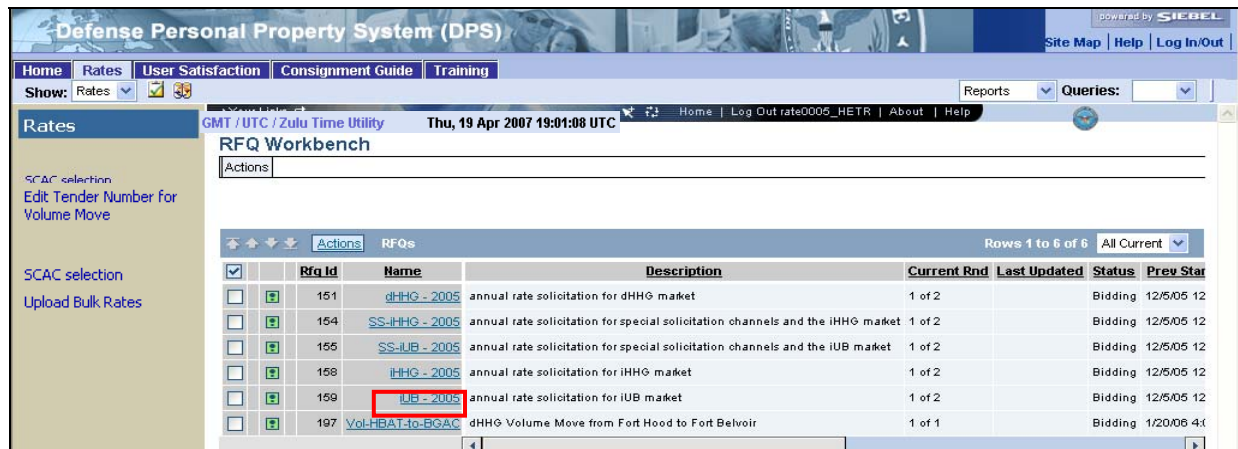


Figure 5-1: RFQ Workbench Page

### To select an RFQ:

- Click the link in the Name column for the RFQ you want to access. The RFQ Details page appears with all RFQ data for the RFQ you select as shown in Figure 5-2.

## 5.3 EXPORT RFQ

You can select and export channel data comprising an annual RFQ to your computer where you can work offline using BidLinx.

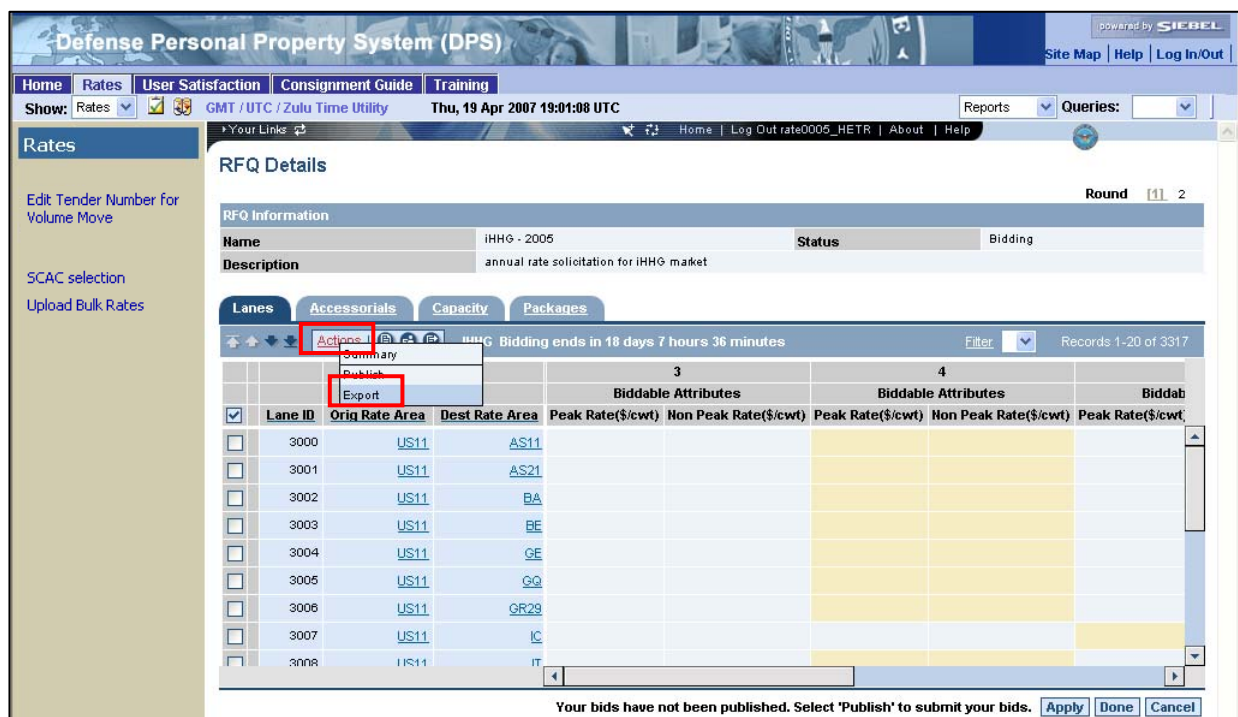
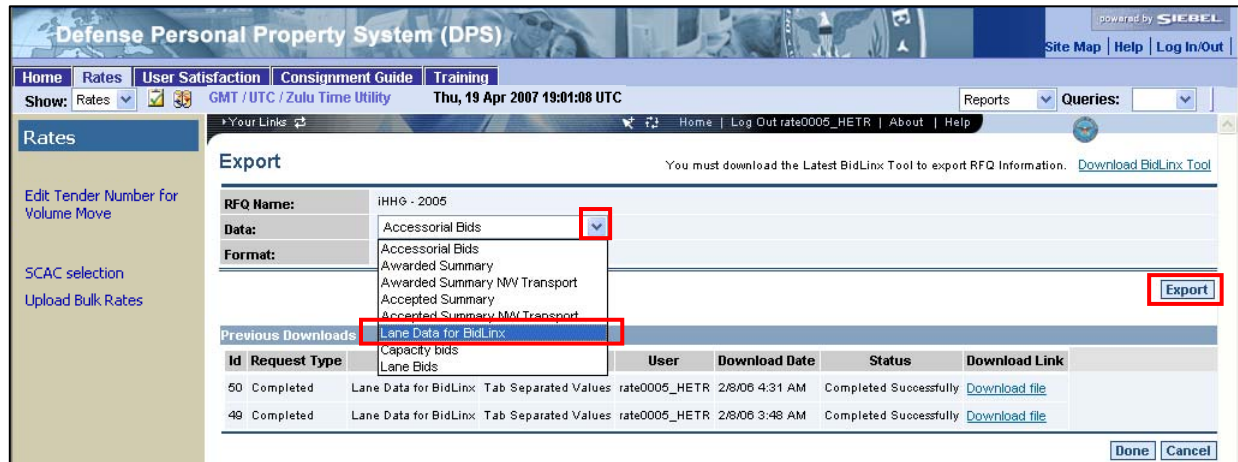


Figure 5-2. RFQ Details Page—Lanes Tab

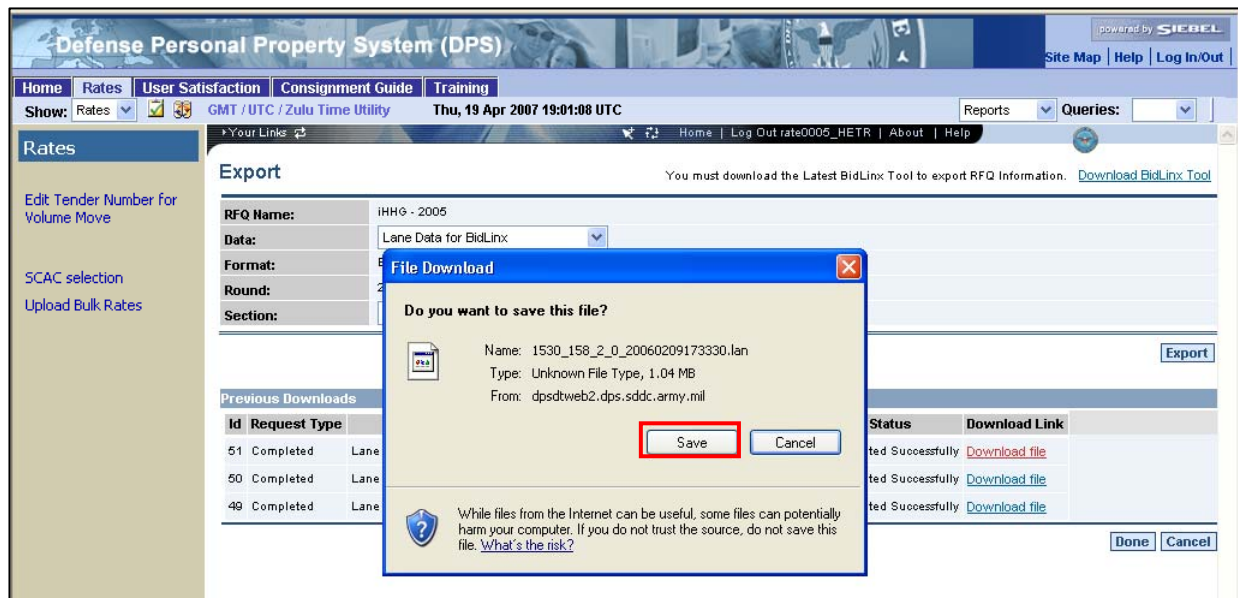
### To export an RFQ (.lan Lane file) from the RFQ Workbench:

- Select “Export” from the Actions drop-down menu

- The Export page appears as shown in Figure 5-3
- Select “Lane Data for BidLinx” from the Data drop-down list and then click the Export button
- The File Download dialog box appears (Figure 5-4)
- Click the **Save** button
- The Save As dialog box appears (Figure 5-5)
- Click Desktop
- Enter the RFQ name in the File Name field and then click the **Save** button
- The Save As and File Download dialog boxes disappear.



**Figure 5-3: Export Page—Data Selection**



**Figure 5-4: Export Page—Saving Your Download File**

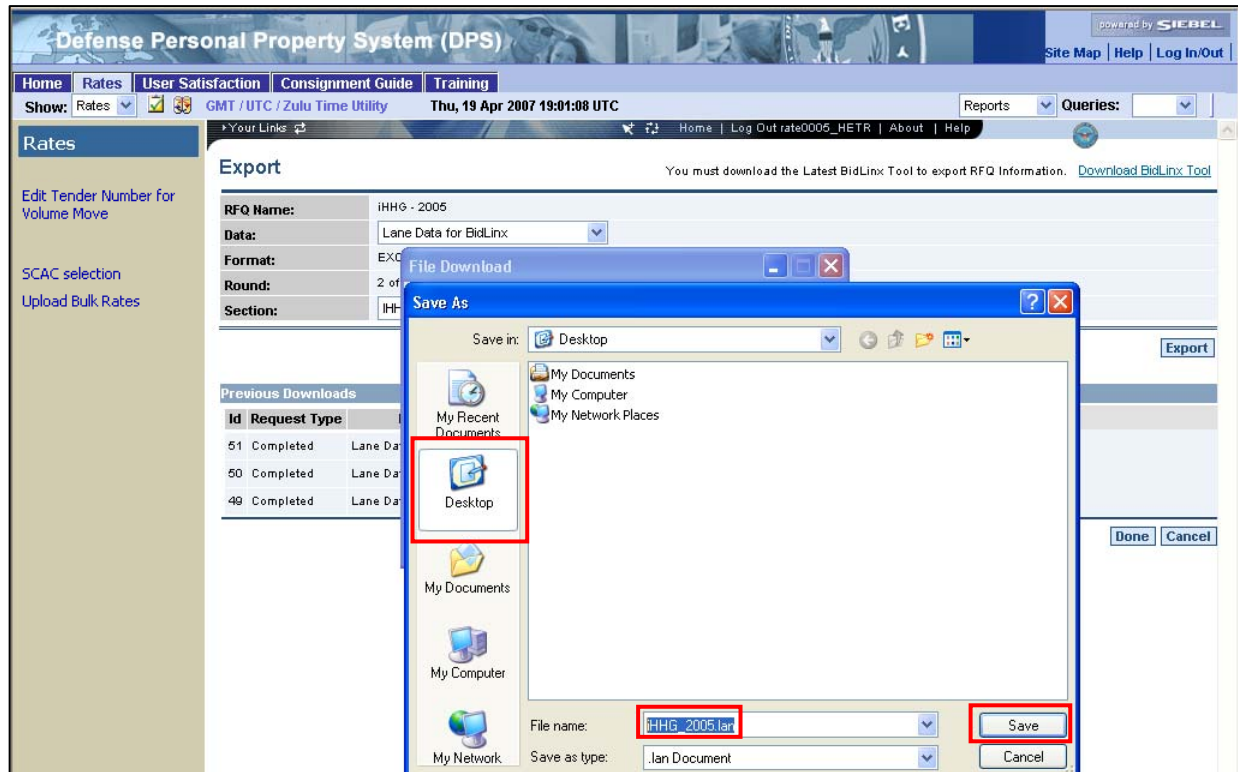


Figure 5-5: Export Page—Naming Your Download File

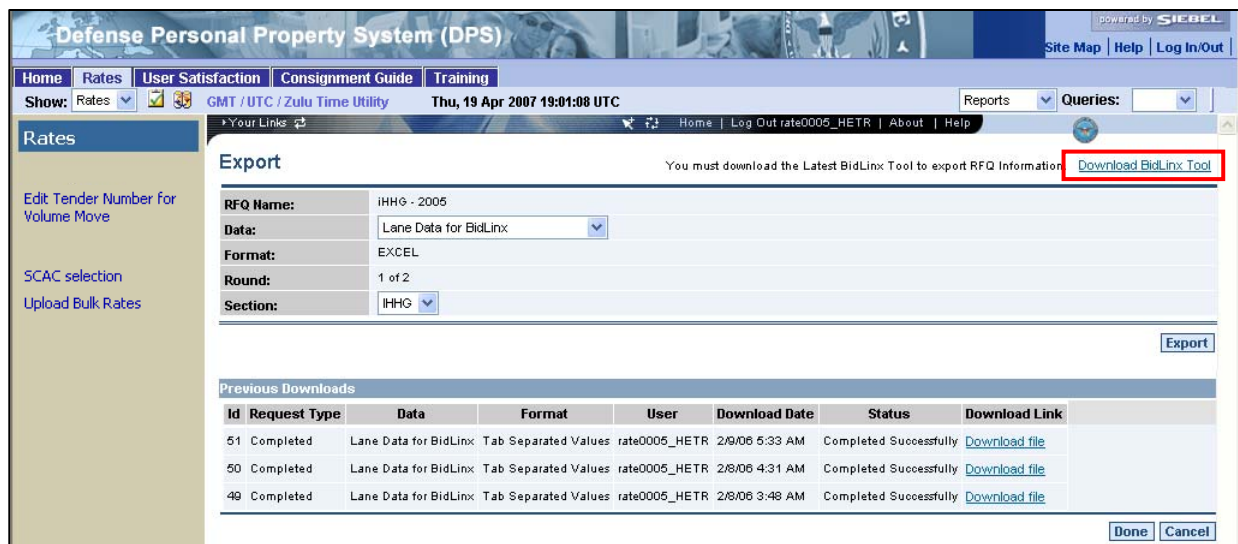


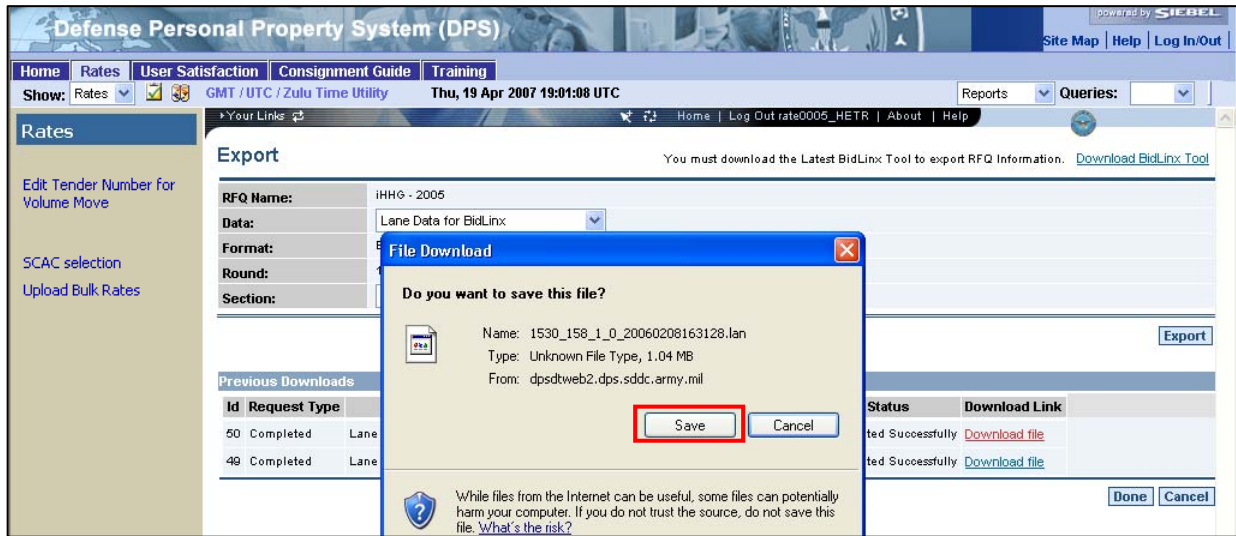
Figure 5-6: Export Page—Downloading Bidlink Tool

#### To Download the BidLink Tool:

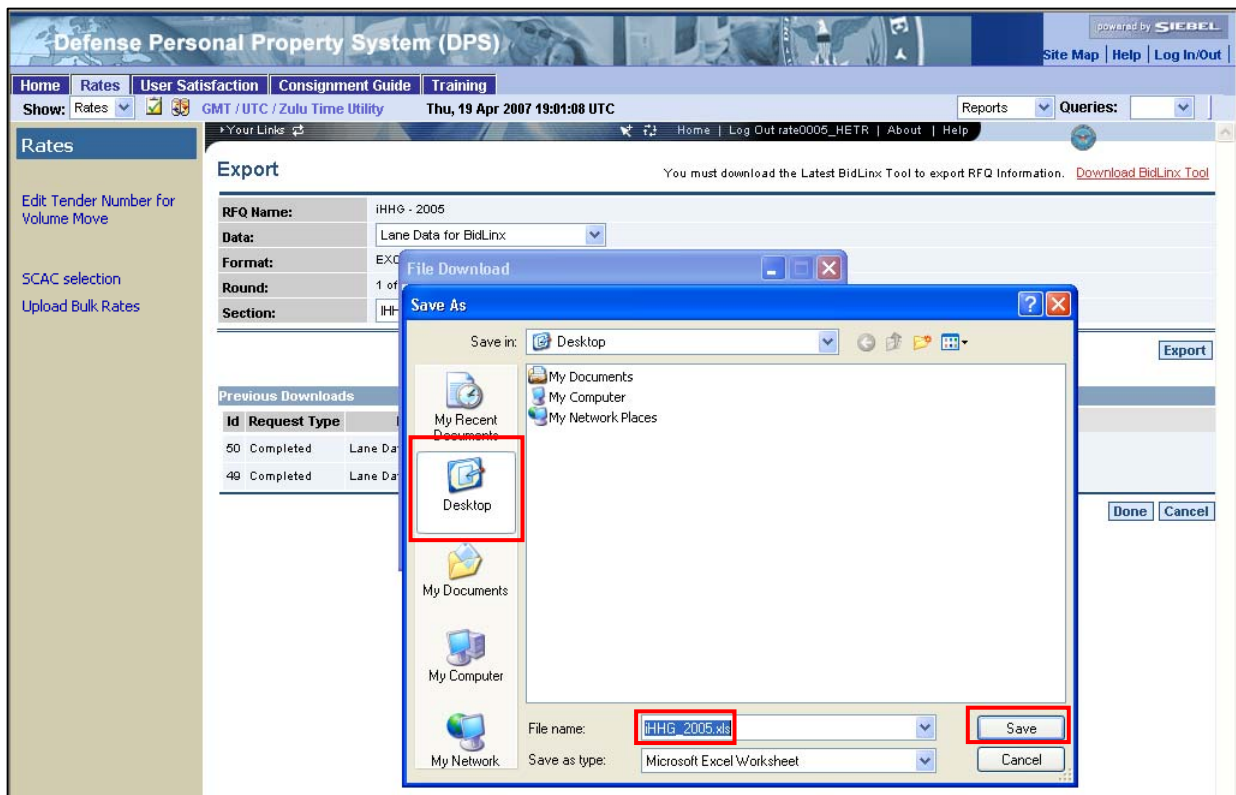
- Select Download BidLink Tool
- From the File Download dialog box appears (Figure 5-7), click the **Save** button
- From the Save As dialog box appears (Figure 5-8), click Desktop



- Enter the RFQ name in the File Name field and then click the **Save** button. The Save As and File Download dialog boxes disappear.



**Figure 5-7: Export Page—Saving BidLink Tool**



**Figure 5-8: Export Page—Filing the Bidlink Tool**

## 5.4 VIEW/UPDATE RFQ

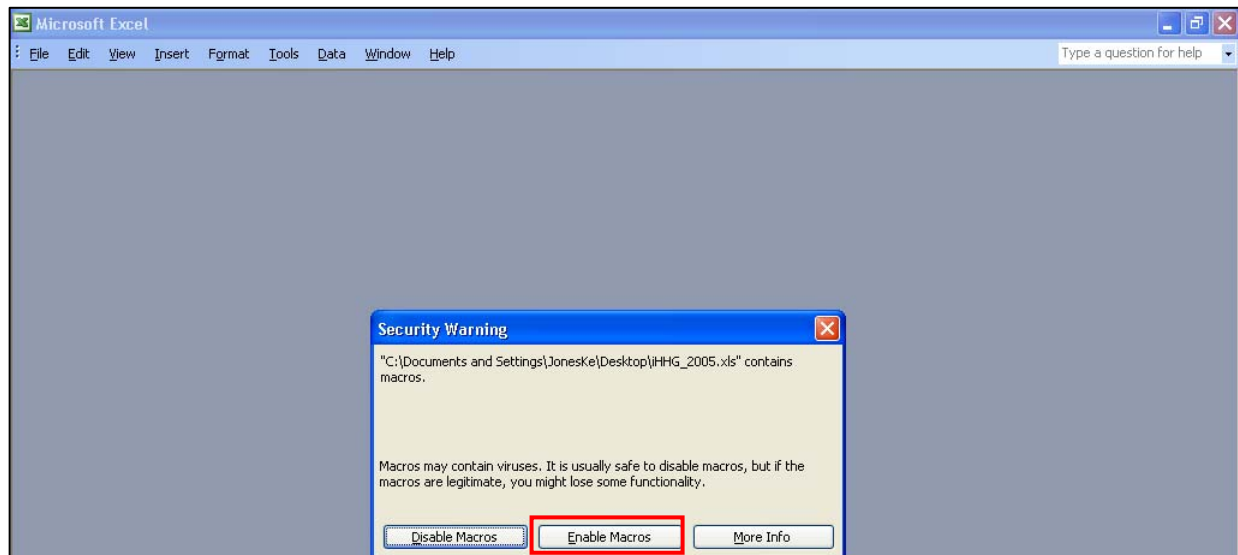
You can open the BidLinX tool at any time.



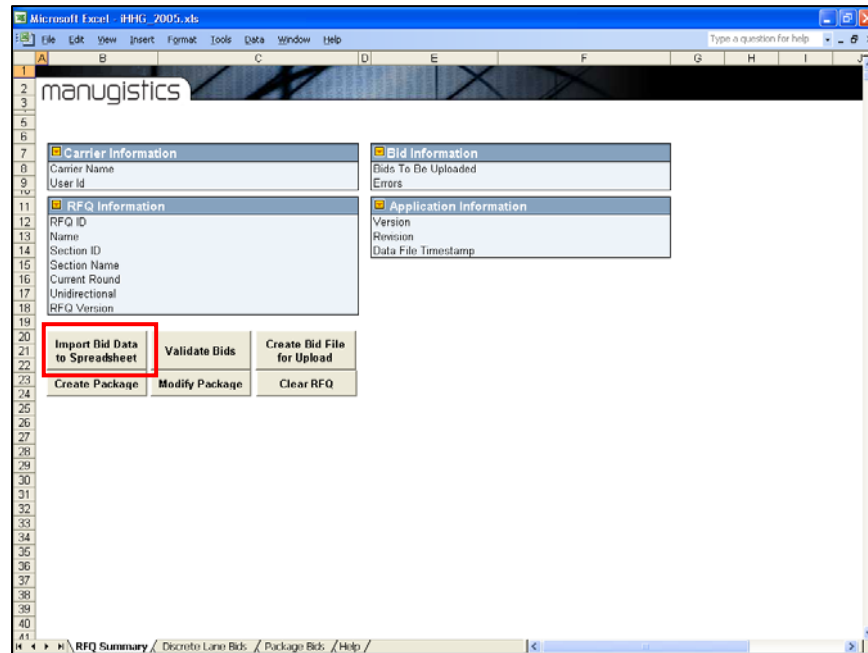
**Figure 5-9: Windows Desktop**

**To open the BidLinX tool:**

- Double-click the BidLinX icon located on the Desktop (Figure 5-9); the BidLinX tool opens with a Security Warning dialog box (Figure 5-10)
- Click the **Enable Macros** button. The Security Warning dialog box disappears and BidLinX appears as shown in Figure 5-11.



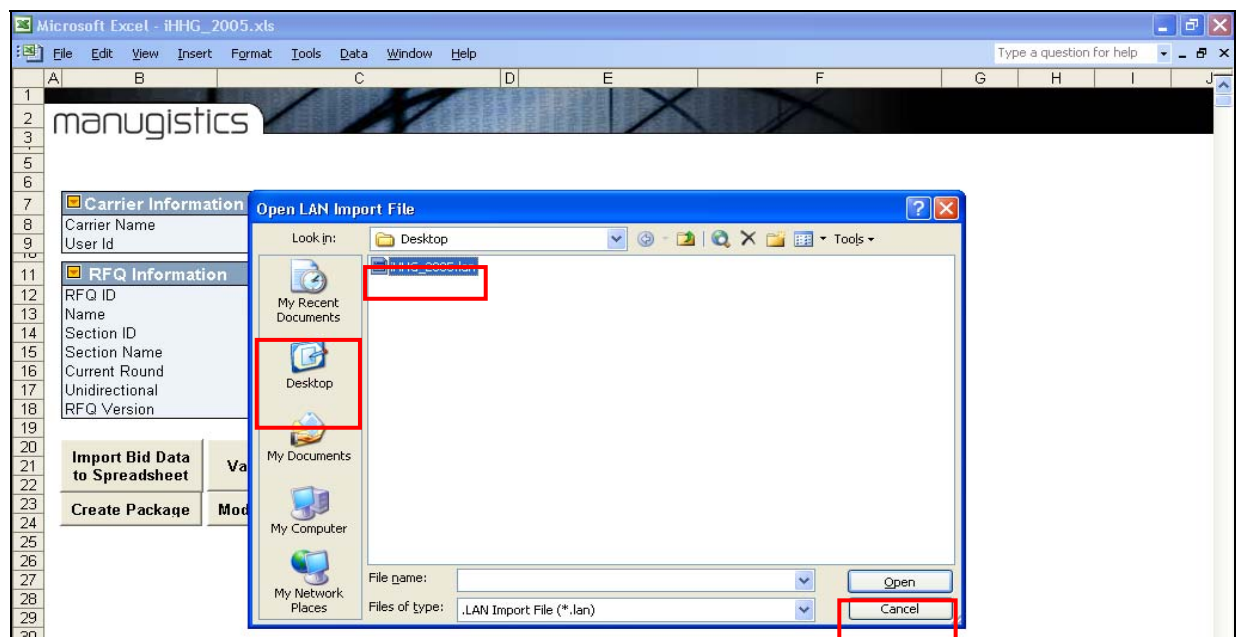
**Figure 5-10: Security Warning Dialog Box**



**Figure 5-11: RFQ Summary Tab**

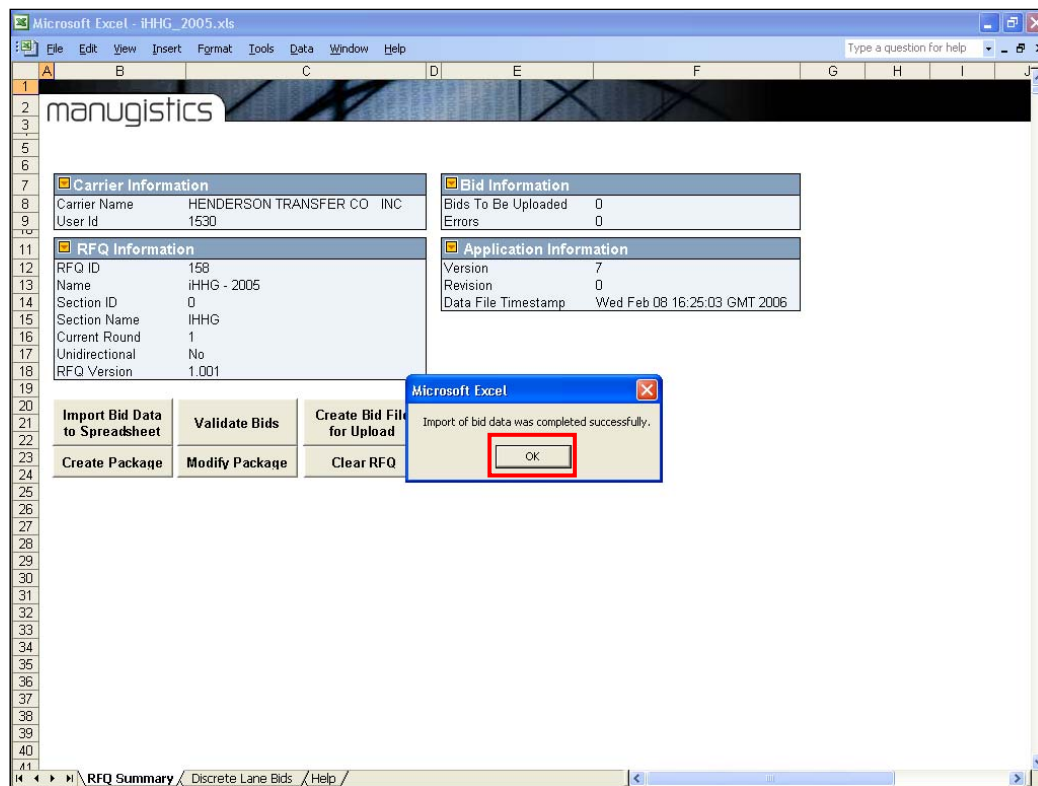
### To import RFQ channel data into BidLinx:

- Click the **Import Bid Data to Spreadsheet** button as shown in Figure 5-11
- From the Open LAN Import File dialog box that appears (Figure 5-12), click Desktop
- Click the LAN file icon and then click the **Open** button and the “Please wait...” dialog box opens; once the data import is complete, the “Please wait...” dialog box automatically closes
- Click the **OK** button on the message box shown in Figure 5-13 to acknowledge successful import.



**Figure 5-12: Open LAN Import File Dialog Box**





**Figure 5-13: Open LAN Import File Dialog Box**

You can now view the imported RFQ.

The screenshot shows a Microsoft Excel window titled 'Microsoft Excel - iHHG\_2005.xls'. The interface includes a 'manugistics' logo and several data sections:

| Carrier Information |                           | Bid Information     |   |
|---------------------|---------------------------|---------------------|---|
| Carrier Name        | HENDERSON TRANSFER CO INC | Bids To Be Uploaded | 0 |
| User Id             | 1530                      | Errors              | 0 |

| RFQ Information |             | Application Information |                              |
|-----------------|-------------|-------------------------|------------------------------|
| RFQ ID          | 158         | Version                 | 7                            |
| Name            | iHHG - 2005 | Revision                | 0                            |
| Section ID      | 0           | Data File Timestamp     | Wed Feb 08 16:25:03 GMT 2006 |
| Section Name    | IHHG        |                         |                              |
| Current Round   | 1           |                         |                              |
| Unidirectional  | No          |                         |                              |
| RFQ Version     | 1.001       |                         |                              |

|                                |                |                            |
|--------------------------------|----------------|----------------------------|
| Import Bid Data to Spreadsheet | Validate Bids  | Create Bid File for Upload |
| Create Package                 | Modify Package | Clear RFQ                  |

The bottom of the window shows a tab bar with 'RFQ Summary' selected and highlighted with a red box. Other tabs include 'Discrete Lane Bids' and 'Help'.

**Figure 5-14: RFQ Summary Tab**

**To view the imported RFQ:**

- Select the Discrete Lane Bids tab. The Discrete Lane Bids page appears as shown in Figure 5-15.

You may update the RFQ by entering your rates. Rates may be entered directly into the spreadsheet or transferred to the spreadsheet from a file in a format recognized by Excel.

| iHHG - 2005 ( Round 1 ) |                |                |              |                   |                       |              |                   |            |        |
|-------------------------|----------------|----------------|--------------|-------------------|-----------------------|--------------|-------------------|------------|--------|
| Lane Information        |                |                | 3            |                   |                       | 4            |                   |            |        |
| Lane                    | Origin         | Destination    | My Bid       | Attribute 1       | My Bid                | Total Charge | Attribute 1       |            |        |
| Lane ID                 | Orig Rate Area | Dest Rate Area | Total Charge | Peak Rate(\$/cwt) | Non Peak Rate(\$/cwt) | Total Charge | Peak Rate(\$/cwt) | Non Peak R |        |
| 5                       | 3000           | US11           |              |                   |                       |              |                   |            | 102.43 |
| 6                       | 3001           | US11           |              |                   |                       |              |                   |            | 101.22 |
| 7                       | 3002           | US11           |              |                   |                       |              |                   |            | 123.98 |
| 8                       | 3003           | US11           |              |                   |                       |              |                   |            | 99.23  |
| 9                       | 3004           | US11           |              |                   |                       |              |                   |            | 127.32 |
| 10                      | 3005           | US11           |              |                   |                       |              |                   |            | 98.22  |
| 11                      | 3006           | US11           |              |                   |                       |              |                   |            | 89.5   |
| 12                      | 3007           | US11           |              |                   |                       |              |                   |            |        |
| 13                      | 3008           | US11           |              |                   |                       |              |                   |            | 129.55 |
| 14                      | 3009           | US11           |              |                   |                       |              |                   |            | 98.3   |
| 15                      | 3010           | US11           |              |                   |                       |              |                   |            | 185.22 |
| 16                      | 3011           | US11           |              | 183.33            | 180.31                |              |                   |            | 121.11 |
| 17                      | 3012           | US11           |              | 100.04            | 102.34                |              |                   |            | 100.67 |
| 18                      | 3013           | US11           |              | 106.92            | 103.88                |              |                   |            | 109.23 |
| 19                      | 3014           | US11           |              | 120.45            | 125.88                |              |                   |            | 99.09  |
| 20                      | 3015           | US11           |              | 167.22            | 165.99                |              |                   |            | 87.05  |
| 21                      | 3016           | US11           |              |                   |                       |              |                   |            | 96.97  |
| 22                      | 3017           | US11           |              |                   |                       |              |                   |            | 88.34  |
| 23                      | 3018           | US11           |              |                   |                       |              |                   |            | 78.33  |
| 24                      | 3019           | US11           |              |                   |                       |              |                   |            | 100.88 |
| 25                      | 3020           | US11           |              |                   |                       |              |                   |            | 109.22 |
| 26                      | 3021           | US11           |              |                   |                       |              |                   |            | 105.23 |
| 27                      | 3022           | US11           |              |                   |                       |              |                   |            | 102.44 |
| 28                      | 3023           | US11           |              |                   |                       |              |                   |            |        |
| 29                      | 3024           | US11           |              |                   |                       |              |                   |            |        |
| 30                      | 3025           | US11           |              |                   |                       |              |                   |            |        |
| 31                      | 3026           | US11           |              |                   |                       |              |                   |            |        |
| 32                      | 3027           | US11           |              |                   |                       |              |                   |            | 107.66 |
| 33                      | 3028           | US12           |              |                   |                       |              |                   |            | 131.67 |
| 34                      | 3029           | US12           |              |                   |                       |              |                   |            | 98.77  |
| 35                      | 3030           | US12           |              |                   |                       |              |                   |            | 149.64 |
| 36                      | 3031           | US12           |              |                   |                       |              |                   |            | 70.24  |
| 37                      | 3032           | US12           |              |                   |                       |              |                   |            | 110.33 |
| 38                      | 3033           | US12           |              |                   |                       |              |                   |            | 193.81 |

Figure 5-15: Discrete Lane Bids Tab

**To update RFQ (by entering rates directly into spreadsheet):**

- For each combination of Lane and Code of Service that is viable for bidding in the current round, enter a Peak Rate and Non Peak Rate
- When finished, select the **RFQ Summary** tab. The RFQ Summary page appears as shown in Figure 5-16.

**To validate rates/bids:**

- Click the **Validate Bids** button as shown in Figure 5-16 and the “Please wait...” dialog box opens; when validation is complete, the dialog box closes automatically
- If errors are reported (Verify Errors is not equal to zero), correct them and re-validate.

**Note:** If errors are reported, fields in error are highlighted within the **Discrete Lane Bids** tab and you will be unable to export your rates to DPS until corrected.

Microsoft Excel - iHHG\_2005.xls

File Edit View Insert Format Tools Data Window Help

Type a question for help

manugistics

| Carrier Information |                           |
|---------------------|---------------------------|
| Carrier Name        | HENDERSON TRANSFER CO INC |
| User Id             | 1530                      |

| Bid Information     |      |
|---------------------|------|
| Bids To Be Uploaded | 3317 |
| Errors              | 0    |

| RFQ Information |             |
|-----------------|-------------|
| RFQ ID          | 158         |
| Name            | iHHG - 2005 |
| Section ID      | 0           |
| Section Name    | IHHG        |
| Current Round   | 1           |
| Unidirectional  | No          |
| RFQ Version     | 1.001       |

| Application Information |                              |
|-------------------------|------------------------------|
| Version                 | 7                            |
| Revision                | 0                            |
| Data File Timestamp     | Wed Feb 08 16:25:03 GMT 2006 |

|                                |                      |                            |
|--------------------------------|----------------------|----------------------------|
| Import Bid Data to Spreadsheet | <b>Validate Bids</b> | Create Bid File for Upload |
| Create Package                 | Modify Package       | Clear RFQ                  |

RFQ Summary Discrete Lane Bids Help

**Figure 5-16: Validating Bids**

Microsoft Excel - iHHG\_2005.xls

manugistics

| Carrier Information |                           |
|---------------------|---------------------------|
| Carrier Name        | HENDERSON TRANSFER CO INC |
| User Id             | 1530                      |

| Bid Information     |      |
|---------------------|------|
| Bids To Be Uploaded | 3317 |
| Errors              | 0    |

| RFQ Information |             |
|-----------------|-------------|
| RFQ ID          | 158         |
| Name            | iHHG - 2005 |
| Section ID      | 0           |
| Section Name    | IHHG        |
| Current Round   | 1           |
| Unidirectional  | No          |
| RFQ Version     | 1.001       |

| Application Information |                              |
|-------------------------|------------------------------|
| Version                 | 7                            |
| Revision                | 0                            |
| Data File Timestamp     | Wed Feb 08 16:25:03 GMT 2006 |

RFQ Summary / Discrete Lane Bids / Help

**Figure 5-17: BidLinx Zero Error Count**

**To save BID export file:**

- Click the **Create Bid File for Upload** button as shown in Figure 5-18
- Within the Save BID Export File dialog box that appears (Figure 5-19), click Desktop
- Enter the RFQ name in the File name field and then click the **Save** button and the Save BID Export File dialog box closes and the “Please wait...” dialog box opens; when save is complete, the dialog box closes automatically and a confirmation dialog box appears (Figure 5-20)
- Click the **OK** button. The dialog box closes.

Microsoft Excel - iHHG\_2005.xls

manugistics

| Carrier Information |                           |
|---------------------|---------------------------|
| Carrier Name        | HENDERSON TRANSFER CO INC |
| User Id             | 1530                      |

| Bid Information     |      |
|---------------------|------|
| Bids To Be Uploaded | 3317 |
| Errors              | 0    |

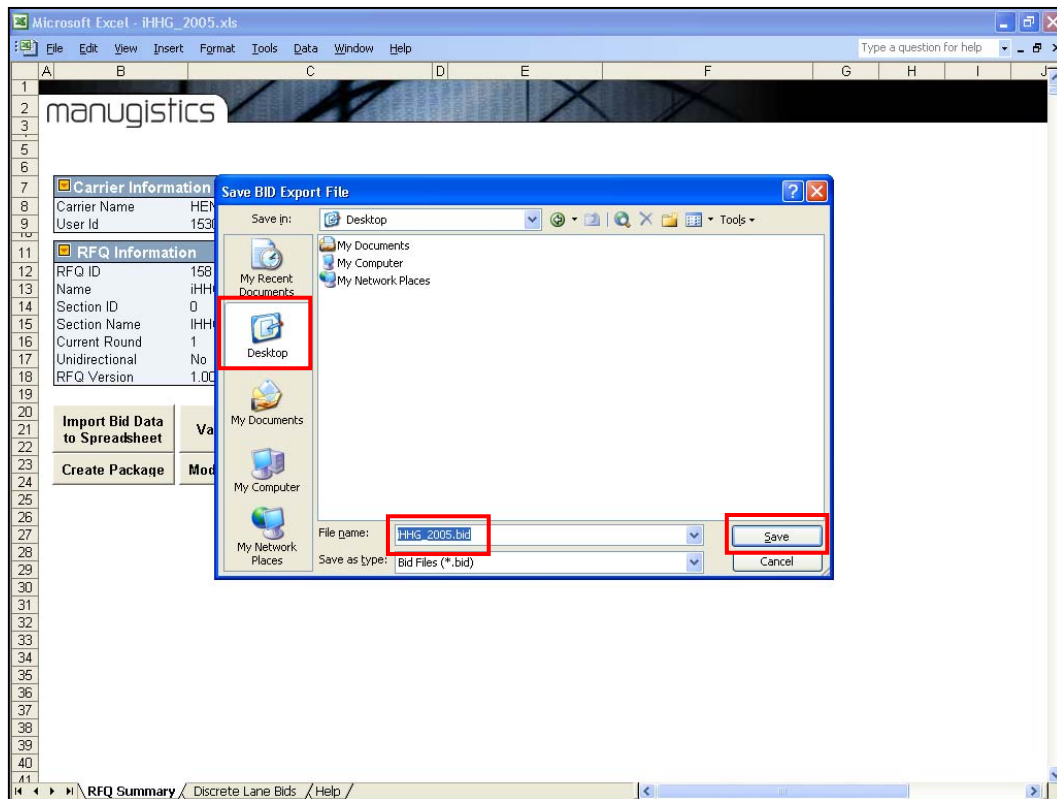
| RFQ Information |             |
|-----------------|-------------|
| RFQ ID          | 158         |
| Name            | iHHG - 2005 |
| Section ID      | 0           |
| Section Name    | IHHG        |
| Current Round   | 1           |
| Unidirectional  | No          |
| RFQ Version     | 1.001       |

| Application Information |                              |
|-------------------------|------------------------------|
| Version                 | 7                            |
| Revision                | 0                            |
| Data File Timestamp     | Wed Feb 08 16:25:03 GMT 2006 |

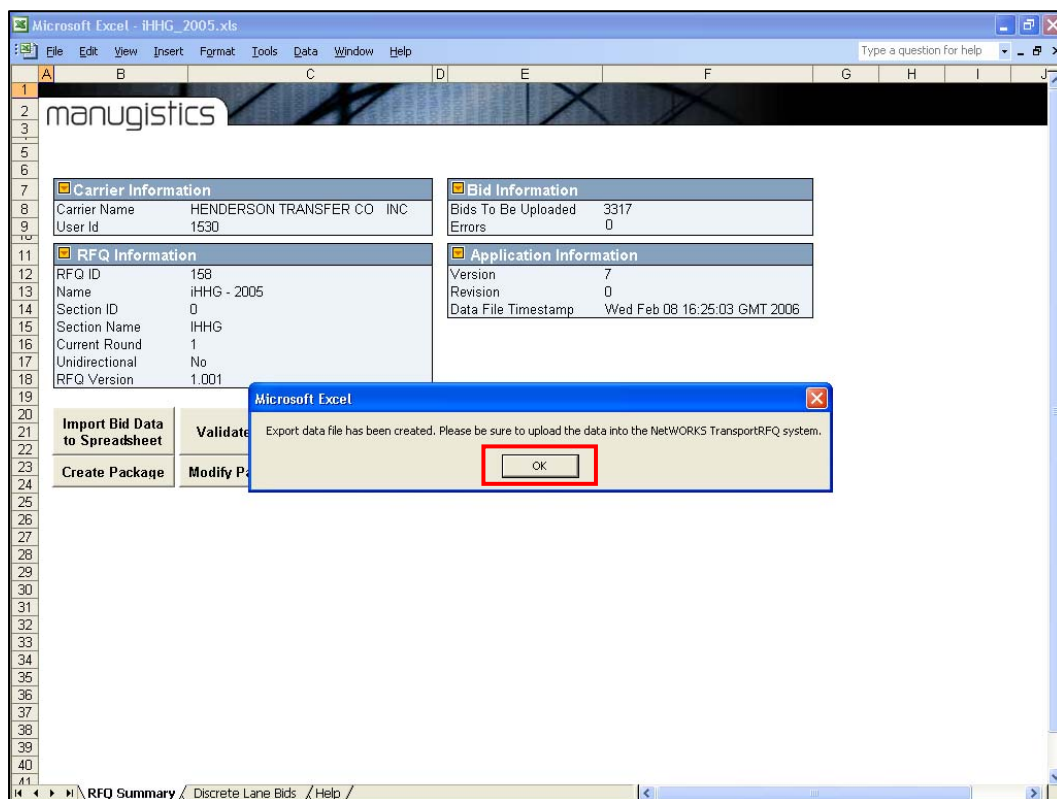
|                                |                |                            |
|--------------------------------|----------------|----------------------------|
| Import Bid Data to Spreadsheet | Validate Bids  | Create Bid File for Upload |
| Create Package                 | Modify Package | Clear RFQ                  |

RFQ Summary / Discrete Lane Bids / Help

**Figure 5-18: Exporting Bids from BidLinx**



**Figure 5-19: RFQ Summary Tab—Save BID Export File**



**Figure 5-20: RFQ Summary Tab—Export BID File Confirmation**

## 5.5 IMPORT COMPLETED BID FILE

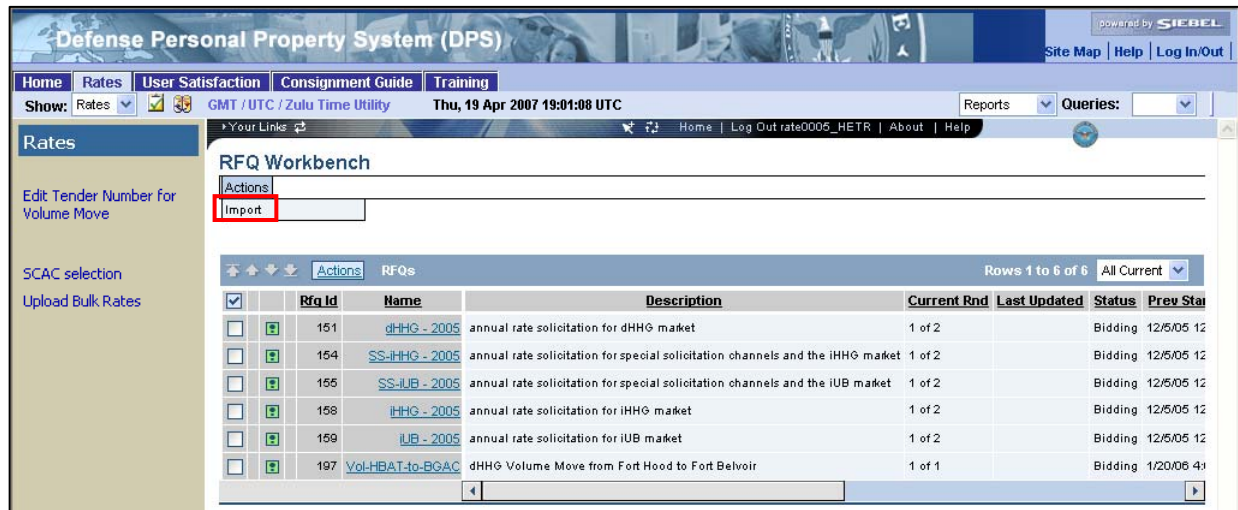


Figure 5-21: Importing BidLinx Data into DPS

To import your rates back into the RFQ Workbench:

- Select Import as shown in Figure 5-21
- Within the Import dialog box opens (Figure 5-22), click the **Browse** button
- Within the Choose file Windows dialog box that appears (Figure 5-23), click Desktop and then click the BID file icon
- Verify the File name and then click the **Open** button; the Choose file dialog box disappears
- Click the **Done** button as shown in Figure 5-24
- Note the message verifying import completed successfully as shown in Figure 5-25
- Click the **Done** button. The Import dialog box closes.



Figure 5-22: RFQ Workbench Page—Import



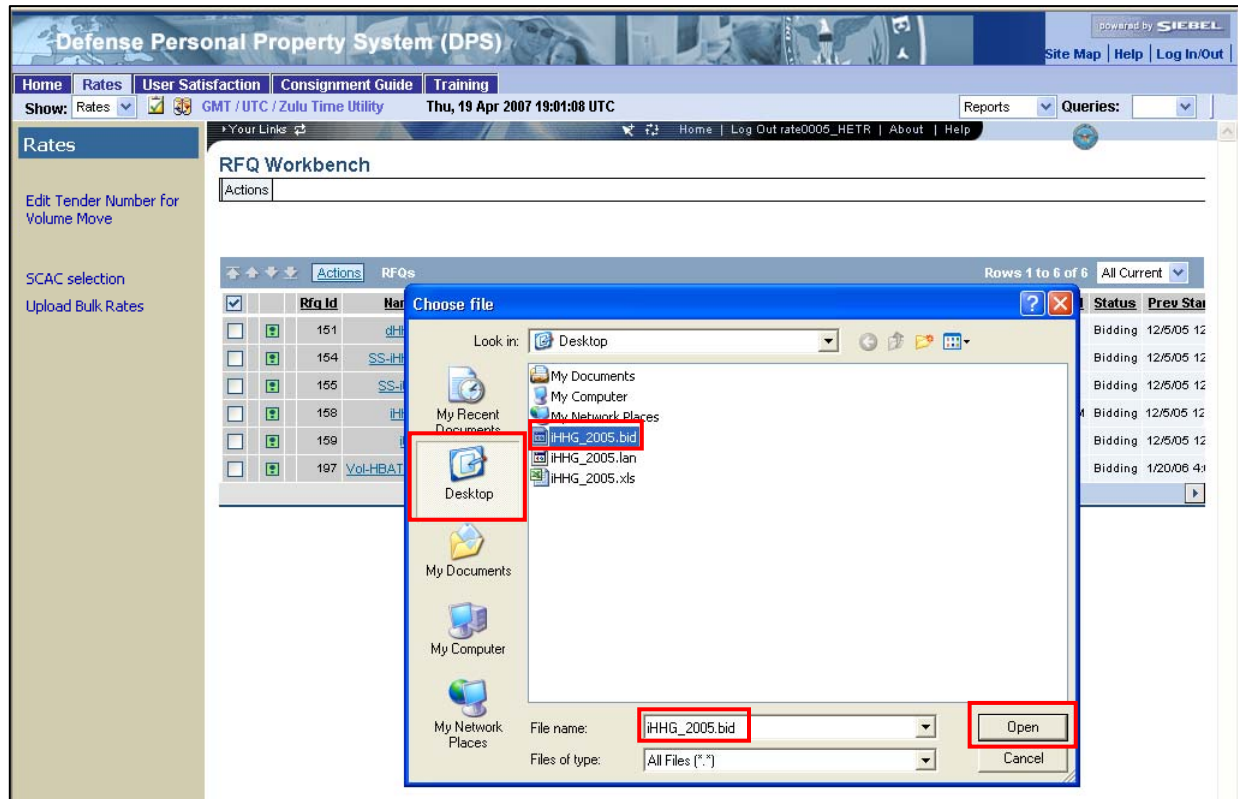


Figure 5-23: RFQ Workbench Page—Specifying Import File

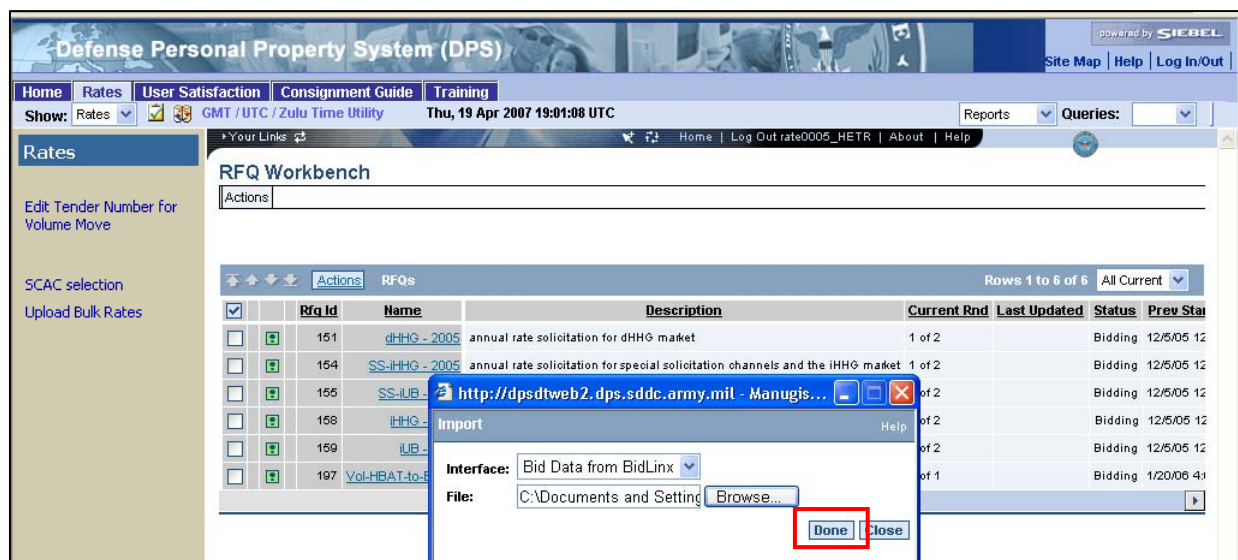


Figure 5-24: RFQ Workbench Page—Import File Path

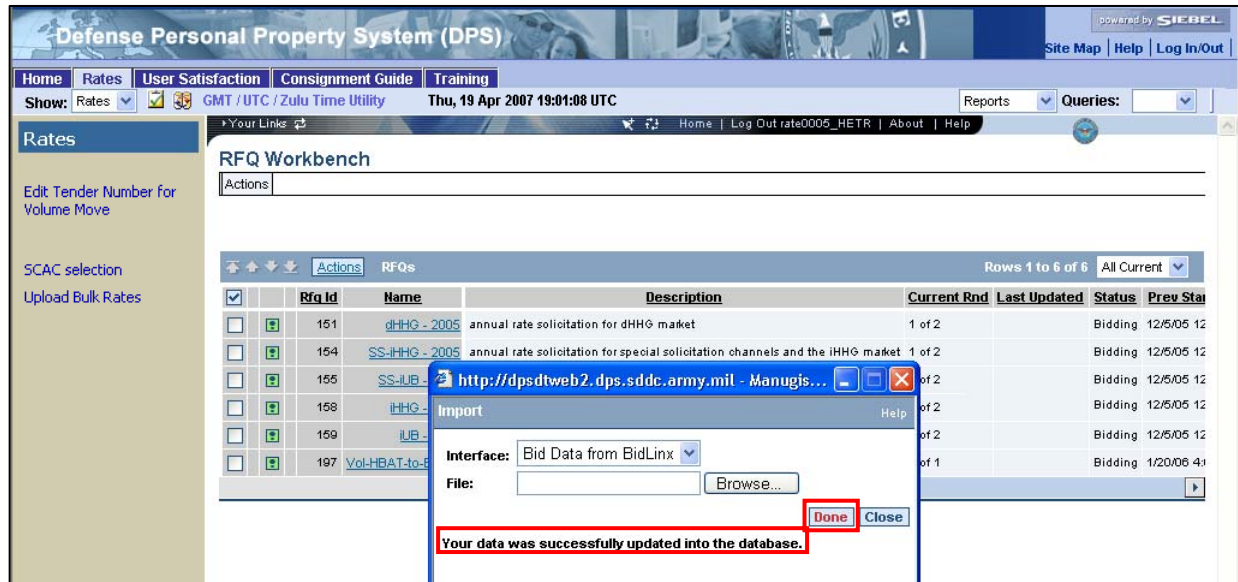


Figure 5-25: RFQ Workbench Page—Import File Confirmation

## 5.6 EXIT RFQ WORKBENCH

To exit the RFQ Workbench:

- Close the RFQ Workbench browser window. The RFQ Workbench window disappears.

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## 6 BULK RATE FILING

You can file annual rates in multiple markets and/or for multiple SCACs with a single *bulk rates file*. Bulk rate filing is not available for bidding daily RFQs (i.e., OTO, BOTO, MOTO, and Volume Move). Use the RFQ Workbench instead when responding to these, which include only one lane and COS.

The Bulk Rate Filing method consists of three primary steps:

1. Preparing your bulk rates file
2. Accessing the Bulk Rates dialog
3. Uploading your bulk rates comma delimited ASCII (.csv) file.

**Note:** Files that include non-ASCII characters or hard returns will not process correctly and will generate errors.

### 6.1 PREPARING YOUR BULK RATES FILE

You can use any computer software or application that saves output in .csv format. Figure 6-1 is an example of a small bulk rates file for multiple SCACs and Families First markets manifested in multiple standard solicitation RFQs. You must submit standard rates and special solicitation rates in separate files.

#### 6.1.1 Standard Annual Rates

Each standard rate record consists of seven fields:

1. A TSP SCAC
2. A Families First Market identifier (“DHHG,” “IHHG,” or “IUB”)
3. An origin rate area code
4. A destination
  - a) For domestic—a region identifier (all contain an explicit space that you must include)
  - b) For international—a rate area code
5. A Code of Service
6. Domestic Rates—LH and SIT discounts (percentages off rates in 400NG Tariff)
7. International Rates—a non-peak and a peak single factor rate (dollar amounts per 100 pounds).

```
ALLV,DHHG,US66,REGION 1,D,50.50,70.30
ALLV,IUB,US47,AS11,7,30.45,50.45
ALLV,IHHG,US47,AS11,3,90.45,140.22
ATVN,DHHG,US68,REGION 1,D,45.50,78.55
ATVN,IUB,US68,AS11,6,30.30,50.45
```

**Figure 6-1: Bulk Rate File Example for Standard Solicitations**

#### 6.1.2 Special Solicitation Annual Rates

Each special solicitation rate record consists of the same (seven) fields used with standard annual rates plus five additional fields:

1. A TSP SCAC
  - (a) A Families First Market identifier (“IHHG” or “IUB”)

- (b) An origin rate area code
- (c) A destination rate area code
- (d) A Code of Service
- (e) A peak single factor rate
- (f) A non-peak single factor rate
- (g) A channel description (an optional field that can have up to 200 characters)
- (h) A tender number (a required field that can have up to 200 characters)
- (i) A rate filing representative's name (a required field that can have up to 200 characters)
- (j) A file number (an optional field for OTO, MOTO, BOTO and Volume Move that can have up to 200 characters)
- (k) A foreign flag certification code (1=Yes/2=No).

The example in Figure 6-2 illustrates selected records of an acceptable file. Records comprising each channel group are accepted only when a rate is provided across every channel for each code of service being offered.

|  |
|--|
| BVLC,IHHG,SN,US11,4,625.05,526.82,Descripton SN to US11,GIPU7601,Rate Filing tsra,File3645,1<br>BVLC,IHHG,SN,US11,5,625.05,526.82,Descripton SN to US11,GIPU7601,Rate Filing tsra,File3645,1<br>BVLC,IUB,SN,US11,7,605.05,506.82,Descripton SN to US11,GIPU7601,Rate Filing tsra,File3645,1<br>BVLC,IUB,SN,US11,J,625.05,526.82,Descripton SN to US11,GIPU7601,Rate Filing tsra,File3645,1<br>ALLV,IHHG,SN,US11,4,625.05,526.82,Descripton SN to US11,GIPU7601,Rate Filing tsra,File3645,1 |
|--|

**Figure 6-2: Bulk Rate File Example for Special Solicitations**

### 6.1.3 Data Elements Information

DPS will allow the user to upload a comma-delimited text file. The name of the file must end with “.cvs”. The file name should contain <user’s login>\_<year of submission>.csv. For example, adp0001\_2007.cvs

**Note:** If you have more than one file to upload, you may include additional characters after the <year of submission> to help you identify the individual file. For example, adp0001\_2007\_DHHG.cvs

Table 6-1, Table 6-2, and Table 6-3 describe the data elements format for Domestic, International and Special Solicitation files.

**Table 6-1: Domestic File Format**

| <b>Data Element Name</b> | <b>Length</b>      | <b>Record Position</b> | <b>Required Indicator</b> | <b>Comments</b>  | <b>Sample Data</b> |
|--------------------------|--------------------|------------------------|---------------------------|--|--------------------|
| SCAC                     | 4                  | 1                      | Mandatory                 | Four-character TSP identifier  | BVLC               |
| Market                   | 4                  | 2                      | Mandatory                 | Market identifier - "DHHG"   | DHHG               |
| Origin Rate Area         | 10                 | 3                      | Mandatory                 | An origin rate area code   | US66               |
| Destination Rate Area    | 10                 | 4                      | Mandatory                 | A region identifier  | REGION 1           |
| Code of Service          | 1                  | 5                      | Mandatory                 | A Code of Service – "D" for DHHG market  | D                  |
| LH Discount              | >=1.00 and <=99.00 | 6                      | Mandatory                 | LH discount - percentages off rates in 400NG Tariff; the acceptable format is xx.xx, | 50.50              |
| SIT Discount             | >=1.00 and <=99.00 | 7                      | Mandatory                 | SIT discount- percentages off rates in 400NG Tariff; the acceptable format is xx.xx. | 70.30              |

Note: In a Domestic File Format, each line must contain exactly six commas.

**Table 6-2: International File Format**

| <b>Data Element Name</b> | <b>Length</b>       | <b>Record Position</b> | <b>Required Indicator</b> | <b>Comments</b>   | <b>Sample Data</b> |
|--------------------------|---------------------|------------------------|---------------------------|---|--------------------|
| SCAC                     | 4                   | 1                      | Mandatory                 | Four-character TSP identifier   | ALLV               |
| Market                   | 4                   | 2                      | Mandatory                 | Market identifier - "IHHG" or "IUB"   | IHHG               |
| Origin Rate Area         | 10                  | 3                      | Mandatory                 | An origin rate area code  | US47               |
| Destination Rate Area    | 10                  | 4                      | Mandatory                 | Rate area code  | AS11               |
| Code of Service          | 1                   | 5                      | Mandatory                 | A Code of Service – 7,8,J for IUB market and 3,4,5,6,T for IHHG market                        | 3                  |
| Peak Rate                | >=1.00 and <=999.00 | 6                      | Mandatory                 | A peak single factor rate - dollar amounts per 100 pounds; the acceptable format is xxx.xxx.  | 90.45              |
| Non-peak Rate            | >=1.00 and <=999.00 | 7                      | Mandatory                 | A non-peak and factor rate - dollar amounts per 100 pounds; the acceptable format is xxx.xxx. | 140.22             |

Note: In an International File Format, each line must contain exactly six commas.

**Table 6-3: Special Solicitation File Format**

| <b>Data Element Name</b> | <b>Max Length</b>   | <b>Record Position</b> | <b>Required Indicator</b> | <b>Comments</b>  | <b>Sample Data</b> |
|--------------------------|---------------------|------------------------|---------------------------|--|--------------------|
| SCAC                     | 4                   | 1                      | Mandatory                 | Four-character TSP identifier  | BVLC               |
| Market                   | 4                   | 2                      | Mandatory                 | Market identifier - "IHHG" or "IUB"  | IHHG               |
| Origin Rate Area         | 10                  | 3                      | Mandatory                 | An origin rate area code   | SN                 |
| Destination Rate Area    | 10                  | 4                      | Mandatory                 | A destination rate area code   | US11               |
| Code of Service          | 1                   | 5                      | Mandatory                 | Code of Service – 7,8,J for IUB market and 3,4,5,6,T for IHHG market                               | 4                  |
| Peak Rate                | >=1.00 and <=999.00 | 6                      | Mandatory                 | A peak single factor rate - dollar amounts per 100 pounds; the acceptable format is xxx.xxx.       | 625.05             |
| Non-Peak Rate            | >=1.00 and <=999.00 | 7                      | Mandatory                 | A non-peak and factor rate - dollar amounts per 100 pounds; the acceptable format is xxx.xxx.      | 526.82             |
| Description              | 200                 | 8                      | Optional                  | A description of a channel. Can be alphanumeric and can be blank. <b>It cannot include commas.</b> | SN to US11         |
| Tender Number            | 200                 | 9                      | Mandatory                 | TSP's Tender Number Can be alphanumeric  | GIPU7601           |



| Data Element Name          | Max Length | Record Position | Required Indicator | Comments  | Sample Data |
|----------------------------|------------|-----------------|--------------------|---|-------------|
|                            |            |                 |                    | and can be blank. <b>It cannot include commas.</b> Value must be the same for all rates filed for the same Group and Code of Service. For example, all rates To and From Singapore for Code of Service 4 must have the same value in Tender Number. |             |
| Name of TSP Representative | 200        | 10              | Mandatory          | Can be alphanumeric and can be blank. <b>It cannot include commas.</b>  | John Smith  |
| File Number                | 200        | 11              | Optional           | TSP File Number can be alphanumeric and can be blank. <b>It cannot include commas.</b>  | File3645    |
| Foreign Flag Certification | 1          | 12              | Optional           | A foreign flag certification code (1=Yes/2=No). Can be alphanumeric and can be blank. <b>It cannot include commas.</b>  | 1           |

Note: In a Special Solicitation File Format, each line must contain exactly 11 commas.

## 6.2 ACCESSING BULK RATES DIALOG

The bulk rates interface with DPS is administered under the Upload Bulk Rates page that is accessible to all DPS users with rate filing capability.



Figure 6-3: Upload Bulk Rates Link

To access the Upload Bulk Rates page:

- Log in to DPS and select *Upload Bulk Rates* from the DPS Rates menu in the left sidebar as shown in Figure 6-3. The Upload Bulk Rates page shown in Figure 6-4 appears.

## 6.3 UPLOADING YOUR BULK RATES FILE

Provide your file path and rate type on the Upload Bulk Rates page.

 The screenshot shows the 'Upload Bulk Rates' page within the DPS system. The left sidebar contains links for 'Edit Tender Number for Volume Move', 'RFQ module', and 'Upload Bulk Rates'. The main content area has a title bar 'Upload Bulk Rates' and several form fields: 'Round Number' (value: 2), 'Bidding Start Date' (value: 07/17/2007 00:00:00), 'Bidding End Date' (value: 07/25/2007 00:00:00), 'Authorized SCAC' (value: AWDW), 'Select rate type' (radio buttons for 'Standard' and 'Special Solicitation', with 'Standard' selected), 'Select the file to be uploaded:' (text input field), and 'File Type' (dropdown menu showing 'CSV File (\*.csv)'). A 'Browse...' button is highlighted with a red rectangle next to the file input field. A 'Submit' button is located at the bottom right of the form.

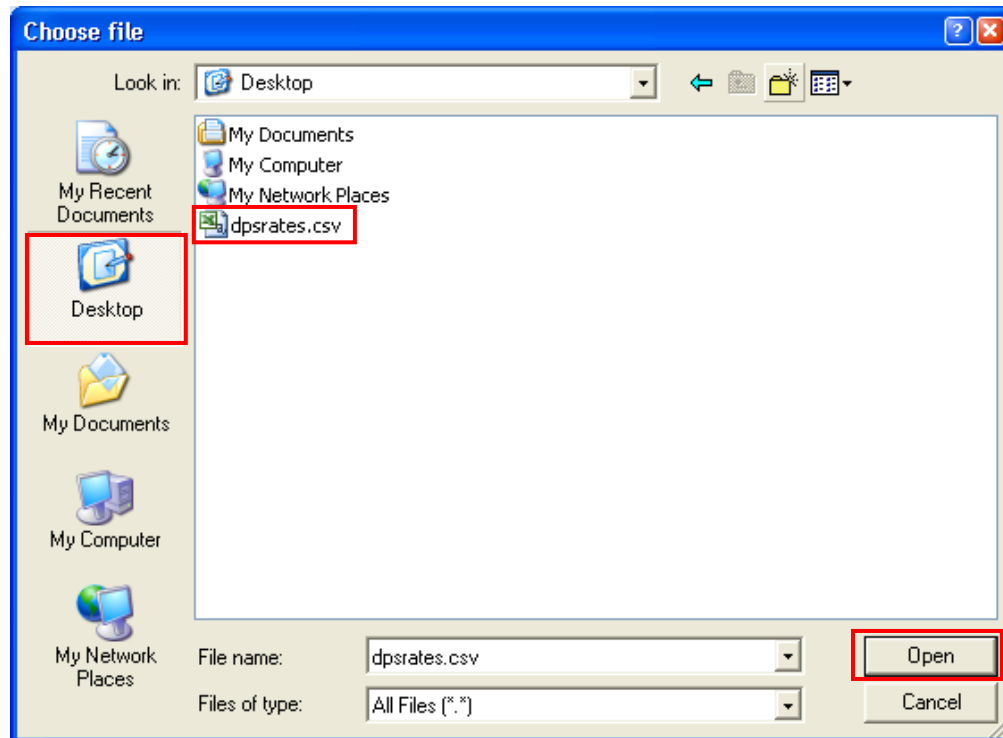
Figure 6-4: Upload Bulk Rates Page

To upload your bulk rates file from your Windows system:

- Select the “Standard” or “Special Solicitation” option button to identify your rate type
- Click the **Browse** button on the Upload Bulk Rates page shown in Figure 6-4; the Windows Choose File dialog box appears as shown in Figure 6-5

- Locate and select your ASCII file (the Windows Desktop is illustrated as the location of the file used in this example); right-click to rename the file to: dpsrates.csv
- Select the file name; the file name is transferred into the File Name field
- Click the **Open** button; the Choose File dialog box disappears and the file and path are transferred onto the Upload Bulk Rates page as shown in Figure 6-6
- Click the **Submit** button. A message indicating the result of the submission appears as shown in Figure 6-7.

**Note:** You may upload bulk rates as many times as you want during each bidding round, and you must only include rates that you are either correcting or providing for the first time. Bulk rate filing has no transaction to delete a rate; therefore, you must use the RFQ Workbench to remove rates.



**Figure 6-5: Windows Choose File Dialog Box**

**Defense Personal Property System (DPS)**

Home | Site Map | Log Out

Home Invoicing/Approvals Document Status Qualifications Forms 2DMSL DPS Analytics Customer Surveys Rates TSPQP Form History Trackit

Show: Rates Tuesday, July 17, 2007 4:08:53 PM Reports Queries:

**Rates**

Edit Tender Number for Volume Move  
RFQ module  
Upload Bulk Rates

**Upload Bulk Rates**

Round Number: 2  
Bidding Start Date: 07/17/2007 00:00:00  
Bidding End Date: 07/25/2007 00:00:00  
Authorized SCAC: AWDW

Select rate type:  
☒ Standard  
☐ Special Solicitation

Select the file to be uploaded: C:\Documents and Settings\ErbeW\Desktop\dpsrates.csv Browse...

File Type: CSV File (\*.csv)

Submit

**Figure 6-6: Upload Bulk Rates Page—File Specified**

**Defense Personal Property System (DPS)**

Home | Site Map | Log Out

Home Invoicing/Approvals Document Status Qualifications Forms 2DMSL DPS Analytics Customer Surveys Rates TSPQP Form History Trackit

Show: Rates Tuesday, July 17, 2007 4:28:55 PM Reports Queries:

**Rates**

Edit Tender Number for Volume Move  
RFQ module  
Upload Bulk Rates

**Upload Bulk Rates**

C:\Documents and Settings\ErbeW\Desktop\dpsrates.csv has been uploaded successfully. It will be processed overnight and you will be notified by email about the results.

**Figure 6-7: Upload Bulk Rates Page—Confirmation Message**

## 6.4 RESPONDING TO BULK RATE FILING EXCEPTIONS

Bulk rates files are validated three times:

1. Immediately on-screen when submitted
2. Overnight
3. At the conclusion of the current round.

### 6.4.1 Immediate Onscreen Validation

Upon submission, your bulk rates file is immediately examined to ensure:

- It is in .csv format
- There are no illegal characters
- Records and fields are properly delimited
- The correct number of fields is present on each record.

A message immediately appears on-screen confirming whether or not your bulk rates file meets these criteria. You may resubmit your file as many times as needed until the submission message confirms that your file has uploaded successfully.

### 6.4.2 Overnight Validation

Overnight your bulk rates file is examined to ensure:

- TSP Rate Filing Agent is permitted to submit rates for all multiple SCACs and markets
- TSP Master is permitted to submit rates for their own SCAC and multiple markets
- TSPs are approved by SCACs (i.e., not in Prospective or Inactivated status)
- Market codes are valid (are “dHHG,” “iHHG” and “iUB” only)
- Channel origin and destination identifiers are valid and legitimate with markets
- There are no conflicts with (domestic) intra/interstate eligibility
- Codes of service are valid with associated channel types
- Rates consist of only digits and an optional decimal point (period), have no more than two decimal digits and are within acceptable ranges (reasonableness is validated at the end of rounds)
- Rates accepted in Round 1 are not resubmitted in Round 2.

DPS sends a separate email message (Figure 6-8) for each SCAC that does not meet all of the overnight criteria—to the respective TSP and submitter (when a rate filing agent submits the file). No email message is sent when all rates submitted for a SCAC are valid. If you receive an email message, make corrections to your bulk rates file and resubmit. It is possible that additional/different exceptions may be encountered when you resubmit rate records you correct.

**Note:** Some exceptions are qualifications-related and indicate discrepancies that must be addressed within TSP Qualifications, possibly with SDDC or by removing records from your file. Table 6-4 lists all exceptions that can potentially be reported during overnight bulk rate file validation.

from "rates@sddc.army.mil" <rates@sddc.army.mil> Apr 14  
 reply-to rates@sddc.army.mil  
 to [DAWN@dpstestsra.net](mailto:DAWN@dpstestsra.net), dps.agentusers@gmail.com  
 date Apr 14, 2007 2:08 AM  
 subject Standard: Rate(s) Rejected

You are hereby notified that the Rate(s) submitted for the following channel and Code of Service have been rejected. See below and/or the attached file for more details.

You may resubmit the below rates again by uploading a new rates file before the end of rate filing.

Thank You.

SDDC Rates Administrator.

| SCAC | Code of Serv | Origin | Destination | Error CD | Error desc  |
|------|--------------|--------|-------------|----------|---|
| SMOS | D            | XXXX   | REGION 5    | 3        | Invalid origin domestic rate area                                     |
| SMOS | D            | US49   | REGION X    | 5        | Invalid destination domestic region                                   |
| SMOS | 3            | US49   | REGION 7    | 7        | Invalid COS for the given market                                      |
| SMOS | D            | US49   | REGION 8    | 10       | LH discount outside acceptable range (1% - 99%)                       |
| SMOS | D            | US49   | REGION 9    | 11       | SIT discount outside acceptable range (1% - 99%)                      |
| SMOS | D            | US4964 | REGION 1    | 16       | Rate was already accepted in Round 1                                  |
| SMOS | D            | US4964 | REGION 10   | 17       | Invalid characters/numbers in the rates                               |
| SMOS | D            | US4964 | REGION 11   | 18       | Discounts/Rates contains more than two digits after the decimal point |
| SMOS | D            | US4964 | REGION 12   | X1       | At least one data column does not exist in the record                 |

**Figure 6-8: Bulk Rates Overnight Exception Email**

### **6.4.3 Validation at End of Round**

At the end of each round, your file is examined to ensure:

- The performance score for each SCAC/Market combination is at or above the MPS for the market.
- CIP and COR forms are current for all TSPs represented by SCACs.
- No CFAC members previously submitted rates for any channel/code of service present.
- TSPs represented by SCACs are active within markets for which rates are being submitted.
- Both rate fields are provided for each rate.
- Rates are reasonable under standards established for the program.
- A rate for at least one code of service across all channels comprising a special solicitation channel group (country) is provided.

DPS sends an email message (Figure 6-9) when a bulk rates file does not meet all of the preceding criteria applied at the end of each round. The email message is sent to the TSP(s) represented by the SCAC(s) and to the submitter of the file in cases where a rate filing agent submits the file. No email message is sent if all validation criteria are met for a SCAC. If you receive an email message after Round 1, you have the opportunity to make corrections to your bulk rates file and resubmit during Round 2. Your file is validated under all bulk rate file criteria (discussed in Sections 6.4.1 through 6.4.3) again and you can make corrections and resubmit the file as needed to meet “immediate” and “overnight” criteria. Exceptions reported after the conclusion of Round 2 cannot be corrected. Table 6-5 lists all exceptions reported at the end of each annual rate filing round.

from "rates@sddc.army.mil" <rates@sddc.army.mil> Apr 14  
 reply-to rates@sddc.army.mil  
 to [DAWN@dpstestsra.net](mailto:DAWN@dpstestsra.net), dps.agentusers@gmail.com  
 date Apr 14, 2007 2:08 AM  
 subject Rate(s) Rejected (DAWN)

You are hereby notified that the rate(s) submitted for the following channels and codes of service have been rejected. See below for more details.

| Code of Service | Origin | Destination | Error Code | Component |
|-----------------|--------|-------------|------------|-----------|
|-----------------|--------|-------------|------------|-----------|

-----

|   |    |    |   |         |
|---|----|----|---|---------|
| 8 | ME | UK | 2 | Peak    |
| 8 | ME | UK | 2 | NonPeak |
| J | ME | UK | 5 | Peak    |
| J | ME | UK | 2 | NonPeak |
| 8 | NH | UK | 4 | Peak    |
| 8 | NH | UK | 4 | NonPeak |
| J | KY | UK | 8 | Peak    |
| J | KY | UK | 2 | NonPeak |
| 7 | AR | PO | 2 | Peak    |
| 7 | AR | PO | 2 | NonPeak |
| 8 | AR | PO | 2 | Peak    |
| 8 | AR | PO | 2 | NonPeak |

#### REJECTION CODES LEGEND

| Error Code | Description |
|------------|-------------|
|------------|-------------|

|    |  |
|----|--|
| 1  | PERFORMANCE SCORE OF TSP IS BELOW MINIMUM ACCEPTABLE SCORE                                       |
| 2  | TSP IS PART OF A CFAC WHICH ALREADY SUBMITTED RATE FOR THE CHANNEL AND CODE OF SERVICE           |
| 3  | TSP IS NOT AUTHORIZED TO WORK IN THE MARKET  |
| 4  | TSP INTL-RATE/DOM-DISCOUNT IS HIGHER THAN ACCEPTABLE HIGH FOR THIS CHANNEL AND CODE OF SERVICE   |
| 5  | TSP DID NOT SUBMIT BOTH A PEAK AND NON-PEAK RATE FOR THIS INTERNATIONAL CHANNEL                  |
| 6  | INCOMPLETE SPECIAL SOLICIT RATES   |
| 7  | THE CIP OR COR OF THE TSP HAS NOT BEEN UPDATED   |
| 8  | TSP INTL-RATE/DOM-DISCOUNT IS LOWER THAN THE ACCEPTABLE LOW FOR THIS CHANNEL AND CODE OF SERVICE |
| 9  | TSP DID NOT SUBMIT BOTH A LINE HAUL AND SIT DISCOUNT FOR THIS DOMESTIC CHANNEL                   |
| 10 | MAXIMUM WEIGHT PER DAY TOO LOW FOR VOLUME MOVE BID   |

You may resubmit your rate(s) in round 2/final round of rate filing beginning on 04/22/2007.

Note: The 2nd round is the final round of rate filing, rates rejected in the final round cannot be re-filed for any reason.

Thank You.  
 SDDC Rates Administrator

**Figure 6-9: Bulk Rates Round Exception Email**

**Table 6-4: Bulk Rate Validation —Overnight Exceptions**

| Code | Description  |
|------|--|
| 1    | Agent cannot submit rates for this SCAC as the relationship has not been set up.               |
| 2    | TSP cannot submit rates for another SCAC.  |
| 3    | Invalid origin domestic rate area.   |
| 4    | Invalid origin international rate area.  |
| 5    | Invalid destination domestic region.   |
| 6    | Invalid destination international rate area.   |
| 7    | Invalid COS for the given market.  |
| 8    | TSP not authorized to submit rates for intrastate channels.                                    |
| 9    | TSP not authorized to submit rates for interstate channels.                                    |
| 10   | LH discount outside acceptable range (1% – 99%).   |
| 11   | SIT discount outside acceptable range (1% – 99%).  |
| 12   | Peak rate outside acceptable range (\$1 – \$999).  |
| 13   | Non-peak rate outside acceptable range (\$1 – \$999).  |
| 14   | Invalid market.  |
| 15   | TSP cannot submit the rates because the TSP was not eligible when the first bid window opened. |
| 16   | Rate was already accepted in Round 1.  |
| 17   | Invalid characters/numbers in the rates.   |
| 18   | Discounts/Rates contain more than two digits after the decimal point.                          |
| X1   | At least one data column does not exist in the record.   |
| X2   | Internal error processing this record into Manugistics.  |
| Z1   | Invalid channel ID or invalid channel/COS combination for dHHG.                                |
| Z2   | Invalid channel ID or invalid channel/COS combination for CONUS-OCONUS.                        |
| Z3   | Invalid channel ID or invalid channel/COS combination for OCONUS-CONUS.                        |
| Z4   | Invalid channel ID or invalid channel/COS combination for OCONUS-OCONUS.                       |



**Table 6-5: Annual Rate Rejection—at End of Round**

| <b>Code</b> | <b>Description</b>  |
|-------------|---|
| 1           | Performance score of TSP is below minimum acceptable score.                                       |
| 2           | TSP is part of a CFAC which already submitted rate for the channel and code of service.           |
| 3           | TSP is not authorized to work in the market.  |
| 4           | TSP intl-rate/dom discount is higher than acceptable high for this channel and code of service.   |
| 5           | TSP did not submit both a peak and non-peak rate for this international channel.                  |
| 6           | Incomplete special solicit rates.   |
| 7           | The CIP or COR of the TSP has not been updated.   |
| 8           | TSP INTL-rate/DOM-discount is lower than the acceptable low for this channel and code of service. |
| 9           | TSP did not submit both a Line Haul and SIT discount for this domestic channel.                   |
| 10          | Maximum weight per day too low for volume move bid.   |

## 7 PUBLISHING RATES INFORMATION

Publishing makes your information visible to reporting used by program administrators. Although annual rates are processed whether or not published, responses to daily RFQ must be published in order to be considered. As an example, an annual RFQ in the iHHG market is illustrated. These instructions are the same for publishing responses to any other type of RFQ.

Publishing consists of three steps:

1. Accessing the RFQ Workbench
2. Selecting an RFQ
3. Publishing Information.

### 7.1 ACCESSING THE RFQ WORKBENCH

**To access the RFQ Workbench as a TSP:**

- Click the *RFQ module* link on the Rates menu in the left sidebar as shown in Figure 2-2. The RFQ Workbench page appears in a new browser window.

**To access the RFQ Workbench as a TSP Rate Filing Agent:**

- Click the *SCAC selection* link on the Rates menu in the left sidebar as shown in Figure 2-3
- Click the down arrow for TSP Selection and then select a SCAC you want to access. The RFQ Workbench page appears in the current browser with all RFQ data in DPS for the SCAC you select as shown in Figure 7-1.

### 7.2 SELECTING AN RFQ

| Rfq Id | Name             | Description  | Current Rnd | Last Updated | Status  | Prev Star   |
|--------|------------------|--|-------------|--------------|---------|-------------|
| 151    | dHHG - 2005      | annual rate solicitation for dHHG market                                       | 1 of 2      |              | Bidding | 12/5/05 12  |
| 154    | SS-IHHG - 2005   | annual rate solicitation for special solicitation channels and the iHHG market | 1 of 2      |              | Bidding | 12/5/05 12  |
| 155    | SS-IUB - 2005    | annual rate solicitation for special solicitation channels and the IUB market  | 1 of 2      |              | Bidding | 12/5/05 12  |
| 158    | IHHG - 2005      | annual rate solicitation for iHHG market                                       | 1 of 2      |              | Bidding | 12/5/05 12  |
| 159    | IUB - 2005       | annual rate solicitation for IUB market  | 1 of 2      |              | Bidding | 12/5/05 12  |
| 197    | Vol-HBAT-to-BGAC | dHHG Volume Move from Fort Hood to Fort Belvoir                                | 1 of 1      |              | Bidding | 1/20/06 4:0 |

**Figure 7-1: RFQ Workbench Page**

**To select an RFQ:**

- Click the link in the Name column for the RFQ you want to access, as shown in Figure 7-1. The RFQ Details page appears as shown in Figure 7-2.

### 7.3 PUBLISHING INFORMATION

**Defense Personal Property System (DPS)**

Home Rates User Satisfaction Consignment Guide Training

Show: Rates GMT / UTC / Zulu Time Utility Thu, 19 Apr 2007 19:01:08 UTC Reports Queries:

**RFQ Details** Round 11 2

**RFQ Information**

Name: IHG - 2005 Status: Bidding

Description: annual rate solicitation for IHG market

**Lanes** Accessorials Capacity Packages

Bidding ends in 18 days 7 hours 22 minutes Filter Records 1-20 of 3317

**Actions** Summary Export

| Lane ID | Orig Rate Area | Dest Rate Area | Peak Rate(\$/cwt) | Non Peak Rate(\$/cwt) | Peak Rate(\$/cwt) | Non Peak Rate(\$/cwt) | Peak Rate(\$/cwt) |
|---------|----------------|----------------|-------------------|-----------------------|-------------------|-----------------------|-------------------|
| 3000    | US11           | AS11           |                   |                       | 102.34            | 143.89                |                   |
| 3001    | US11           | AS21           |                   |                       | 98.12             |                       |                   |
| 3002    | US11           | BA             |                   |                       | 125.55            | 127.63                |                   |
| 3003    | US11           | BE             |                   |                       |                   |                       |                   |
| 3004    | US11           | GE             |                   |                       | 87.50             | 89.39                 |                   |
| 3005    | US11           | GG             |                   |                       | 5                 | 243.79                |                   |
| 3006    | US11           | GR29           |                   |                       | 172.76            | 174.65                |                   |
| 3007    | US11           | IC             |                   |                       |                   |                       | 115.72            |
| 3008    | US11           | IT             |                   |                       | 118.92            | 119.63                |                   |

Your bids have not been published. Select 'Publish' to submit your bids. Apply Done Cancel

**Figure 7-2 : RFQ Details Page—Lanes Tab**

#### To select the RFQ:

- Note the Publish message; if no message appears in this area, information has already been published for the round (published annual rates and daily RFQ bids can be updated but not withdrawn)
- From the Actions drop-down menu, select “Publish” as shown in Figure 7-2. The Publish message disappears.

**APPENDIX A      ACRONYMS**

| <b><u>Acronym</u></b> | <b><u>Description</u></b>                                |
|-----------------------|--|
| <b>.bid</b>           | BidLinx (file extension)                                 |
| <b>BOTO</b>           | Boat One-Time-Only                                       |
| <b>COS</b>            | Code of Service  |
| <b>COTS</b>           | Commercial Off-the-Shelf                                 |
| <b>.csv</b>           | Comma Separated Values (file extension)                  |
| <b>dHHG</b>           | Domestic Household Goods                                 |
| <b>DCN</b>            | Document Control Number                                  |
| <b>DoD</b>            | Department of Defense                                    |
| <b>DPS</b>            | Defense Personal Property System                         |
| <b>ETA</b>            | Electronic Transportation Acquisition                    |
| <b>GBLOC</b>          | Government Bill of Lading Office Code                    |
| <b>HHGS</b>           | Household Goods  |
| <b>ID</b>             | Identification   |
| <b>IE</b>             | Microsoft Internet Explorer                              |
| <b>iHHG</b>           | International Household Goods                            |
| <b>iUB</b>            | International Unaccompanied Baggage                      |
| <b>JPMO</b>           | Joint Program Management Office                          |
| <b>.lan</b>           | Lanes (file extension)                                   |
| <b>LH</b>             | Line haul  |
| <b>MOTO</b>           | Mobile Home One-Time-Only                                |
| <b>N/A</b>            | Not Applicable   |
| <b>OTO</b>            | One-Time-Only  |
| <b>QA</b>             | Quality Assurance  |
| <b>RFQ</b>            | Request for Quote  |
| <b>Rnd</b>            | Current bidding round                                    |
| <b>SCAC</b>           | Standard Carrier Alpha Code                              |
| <b>SDDC</b>           | Military Surface Deployment and Distribution Command     |
| <b>SIT</b>            | Storage-in-Transit                                       |
| <b>SOTO</b>           | Standard One-Time-Only                                   |
| <b>SS</b>             | Special Solicitation                                     |
| <b>SS-iHHG</b>        | Special Solicitation International Household Goods       |
| <b>SS-iUB</b>         | Special Solicitation International Unaccompanied Baggage |
| <b>TSP</b>            | Transportation Service Provider                          |
| <b>U.S.</b>           | United States  |

| <b><u>Acronym</u></b> | <b><u>Description</u></b>            |
|-----------------------|--------------------------------------|
| <b>USTRANSCOM</b>     | United States Transportation Command |
| <b>VM</b>             | Volume Move                          |
| <b>.xls</b>           | Excel <sup>®</sup> (file extension)  |

## APPENDIX B      DPS PROCESSING OF DAILY RFQS

This description is intended as an overview explanation of how daily RFQs are processed within DPS. Online annual rate filing and daily RFQ bidding is currently administered under a third-party product called *Manugistics NetWORKS RFQWeb*, which is referred to as the *RFQ Workbench* throughout DPS documentation and training. This platform has its own database, environment, and nomenclature; and as such, functions somewhat autonomously and behaves different and than other DPS online components.

All solicitation, bidding, and awarding user activity, along with associated data, remains exclusively in the RFQWeb platform until all bids have been submitted and awards have been made. A solicitation is referred to as an *RFQ* until awarding completes, at which time all RFQ data is archived and only accepted rates are transferred to DPS. With an annual RFQ, *accepted rates* represent what TSPs are permitted to charge for standard shipments awarded to them during the rate cycle. With daily RFQs, accepted rates represent the biddable attributes submitted by successful bidders that are accepted for a single shipment or volume move. The following applies to daily RFQs:

### TSP qualification criteria for bidding on daily RFQs:

For all daily RFQs:

- TSP is *Approved* (including PS at or above the MPS) within the respective market
- CIP form status is *Approved*
- COR form status is *Approved*.

For VM:

- TSP has standard rates on file for the volume move channel and code of service.

For SOTO:

- TSP has uninterrupted participation in respective Families First household goods market (dHHG, iHHG and/or iUB) over the past 365 days.

For BOTO:

- TSP has applied for, and is qualified in a BOTO program (“Boats with trailers in Towaway service” or “Commercial Boat (Specialized Hauling)”).

For MOTO

- TSP has applied for and is qualified in the MOTO program.

### Summary of user and system actions:

- **Assign COS.** SDDC explicitly assigns a code of service to each shipment after it is approved in DPS Counseling
- **Create Daily RFQs.** A background process periodically checks for shipments recently approved within DPS Counseling that meet the criteria for a daily RFQ and transfers the necessary information into the RFQWeb platform
- **Bid window opens.** An email invitation is sent to all eligible TSPs and their rate filing agents alerting them that they may bid on daily RFQs that should appear on their RFQ Workbench
- **Publish Bids.** Respondent TSPs and rate filing agents **MUST** submit and publish bids during the bid window in order to be considered during the awarding process

- **Bid window closes.** Bids are not accepted after the Bid End Date and time stated on the RFQ
- **Process Daily Rates.** A background process periodically checks for RFQs whose bid window has recently closed that have published bids and updates status in preparation for awarding
- **Award window Opens.** The RFQ enters an Awarding phase where SDDC Rates Administrators can review, evaluate, and act upon bids received
- **Award OTO.** For SOTO/MOTO/BOTO RFQs, Rates Administrators select one TSP/bid and assigns a Primary Award Level; for Volume Moves, Rates Administrators make one Primary Award and optionally, one or more secondary awards
- **Award window closes.** The administrator must make an award during the awarding window; otherwise, the RFQ expires (i.e., becomes complete and is archived) without being awarded
- **Process Daily Awards.** A background process periodically checks for RFQs where awards have been recently made and notifies users and external systems of results
- **Award OTO.** PPSO acknowledges SDDC shipment award in DPS Shipment Management module
- **Accept Award.** TSP or agent provides tender number to confirm acceptance of award.